

Substantive Change Proposal

Addition of New Programs:

Certificates of Achievement in Water Management and Wastewater Management

**Folsom Lake College
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Folsom, CA 95630**

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A. PROPOSED CHANGE DESCRIPTION AND JUSTIFICATION

Brief Description of the Change

Folsom Lake College (FLC) is the fourth college of the Los Rios Community College District (LRCCD). The college has a main campus in Folsom, California, an educational center in Placerville (El Dorado Center), and an outreach center in Rancho Cordova (Rancho Cordova Center). The college's service area extends along the Highway 50 corridor as far as Rancho Cordova to the west and well beyond Placerville to the east. It also extends to the service boundary with American River College to the northwest and to the service boundary with Sierra College and Lake Tahoe College to the northeast, as well as to the service boundary with Sacramento City College to the southwest. In fall 2009, the college had 9,546 students enrolled.

Folsom Lake College is relatively new, having received its initial accreditation in January 2004. At that time the college did not yet have any locally developed vocational programs, nor did it have a dean for career and technical education. In 2005, following a successful application, the college was awarded a congressionally-directed federal Earmark grant to assess labor market data and develop new career and technical education (CTE) programs. Shortly thereafter, the college hired its first Dean of Instruction, Career and Technical Education. During 2005-2007, the college held a series of meetings involving college faculty, administrators, and local business and industry leaders to identify various community, business, and industry training needs within the college's service areas as well as appropriate programs for development (Attachment 1). Meeting participants considered various regional studies, including the seminal *Highway 50 Corridor Economic Study*, published by the Sacramento Regional Research Institute, a California State University, Sacramento research group (Attachment 2).

As individual programs were identified, meetings became more focused and led to the development of advisory boards for each of the programs (Attachments 3, 4). Through an agreement with the Academic Senate, faculty in related fields teamed up with industry professionals to develop program student learning outcomes and curriculum for each of the new programs. Additionally, as part of a district-wide program placement process, college faculty and administrators engaged in lively dialogue with colleagues at the sister colleges to recommend placement of resource intensive programs at specific district colleges.

The activities described above led to development in 2008 of the Certificate of Achievement in Water Management and Certificate of Achievement in Wastewater Management programs. These programs are designed for students interested in entering into the water and wastewater industries as well as for current operators who want to increase their management skills and/or prepare for state certification examinations. The programs share a common core curriculum, with each program having its own series of courses focusing on either water or wastewater operations. Program course descriptions are published in the catalog under the Environmental Technology section. The catalog is available online (www.flc.losrios.edu/Academics/Catalog.htm) and in print (Attachment 5). Program certificate descriptions and student learning outcomes will be published in the 2010-11 Catalog (Attachment 6).

Relationship to College Mission

The Water Management and Wastewater Management programs will provide workforce training to ensure a supply of operators and engineers to fill new and replacement positions at local water and wastewater agencies. Most of the courses comprised by these two certificate programs are transferable to the California State University system, with the result that the programs will provide employment training as well as advancement toward a degree, which is consistent with the college mission (Attachment 7). The two programs are aligned with the college mission in other ways as well in that they will:

- Inspire and prepare our students to reach their educational goals by providing:
 - Excellence in teaching;
 - Rigorous academic programs for completion and transfer;
 - Training to enhance employment and career skills; and
 - Preparatory programs for student success.
- Introduce students to those broad areas of human knowledge and understanding that add meaning to their lives.
- Provide curriculum, instruction, and comprehensive student support programs that promote the participation and success of all students.
- Create opportunities for lifelong learning and enrichment.
- Develop and maintain a collaborative and innovative college environment that promotes personal interaction as the foundation of learning, honors and is responsive to the diverse backgrounds, perspectives, abilities and needs within each of the evolving communities we serve.
- Establish and strengthen partnerships with educational institutions, community groups, and business and government entities.

Rationale for Change

The college's service area includes the eastern portion of Sacramento County and the western slope of El Dorado County, which are home to more than one dozen water and wastewater agencies. During the previously described Earmark grant meetings, representatives from these agencies articulated a number of unmet workforce training needs. Water and wastewater agency members addressed the following questions:

1. How many water and wastewater operators do you have and at which grades?
2. Where do you send your employees for training?
3. What courses would be most beneficial for your operators?
4. How many of your operators would attend FLC if the college offered an appropriate curriculum?

The discussion results indicated that 250 water treatment employees and 310 wastewater treatment employees would seek further education in operator and management training as well

as preparation for state examinations. Thus the proposed programs are needed to serve existing water and wastewater professionals.

Additionally, the growth rate of local water and wastewater positions is expected to exceed state and national rates. A 2007 CCBenefits report predicts a 77% increase in water agency jobs and a 56% increase in wastewater agency jobs within the college's service area by 2016 (Attachment 8). The Employment Development Department predicts a 40.6% increase in the number of water and wastewater operators in the Sacramento metropolitan area between 2004 and 2014 as well as a 16.7% increase statewide during that same time period (Attachment 9). Thus the water and wastewater programs are also needed to train individuals who will fill new as well as replacement positions at local agencies.

B. PLANNING PROCESS DESCRIPTION

Relationship to College Planning Process and Mission

The quality and appropriateness of new instructional programs are maintained through the program approval processes for new programs. The Water Management and Wastewater Management program proposals were reviewed by the curriculum committee's program development and planning (PDP) subcommittee as well as by the district's program placement council (PPC) (Attachment 10). Once the program proposals were approved for further development, college administrators and faculty engaged in extensive dialogue with colleagues at transfer institutions and industry advisory boards to ensure the quality of course and program content. Programs and related courses were developed using SOCRATES, the district's online curriculum management system, which enabled faculty from throughout the district to comment on the proposals. Developed proposals were then routed through college and district review and recommendation processes and, after gaining Board of Trustee approval, were sent to the state's North/Far North Regional Consortium and subsequently the State Chancellor's Office for approval (Attachments 11, 12, 13, 14).

The two proposed programs will be part of the college's Career and Technical Education division (Attachment 15). Individual program planning processes take place at the department level, and CTE programs are assessed and evaluated with the assistance of business and industry advisory committees. Departments are required to submit annual educational master plans (EMPs) each spring (Attachment 16). As part of the plans, departments identify any upcoming changes in curriculum and the resources needed to support those changes. Resources may include additional staffing, facilities, equipment, operating budgets, and/or training. Actual requests for new resources must be documented in the plan before the appropriate college committee will consider the request for approval.

Program Needs and Resources Assessment

In preparing to offer the water and wastewater programs, the college assessed the needed resources for administrative support, expert faculty to teach the programs, classroom space and infrastructure, equipment, library materials, supplies, faculty professional development, and Water Management and Wastewater Management Advisory Board support. The college concluded it had sufficient resources to address all initial resources needs except for faculty salary and benefits, and specialized lab equipment. Therefore, the FLC joined the other district

colleges in applying for a U. S. Department of Labor *Green Force* grant. The grant was awarded in 2009 and provides funding for faculty staffing and purchases of specialized equipment through 2012 (Attachment 17). When *Green Force* grant monies expire the college will either use new general fund growth monies (if available) to support required salaries or will reallocate funds used for other non-Water Management or Wastewater Management course sections. Other future program needs will be determined through the educational master plan (EMP) process.

Anticipated Effect on the College

The Water Management and Wastewater Management program needs will initially be met through federal Perkins Vocational and Technical Education Act (VTEA) funds and U. S. Department of Labor *Green Force* grant funds (Attachment 17), and ultimately through institutional funds upon sunset of the *Green Force* grant in 2012. The programs will strengthen the college's capacity for offering programs in the career technical area to meet local employers' identified needs.

Intended Benefits

The Water Management and Wastewater Management programs are intended to benefit local agencies as they attempt to fill many new and replacement positions during the next decade. The programs will also benefit students who are interested in careers in water/wastewater management as well as existing workers who are interested in career advancement through continuing their education.

Description of Preparation and Planning Process

The Water Management and Wastewater Management programs were developed in accordance with the college's program approval process (Attachments 11, 12). As noted previously, the college was awarded a federal Earmark grant that facilitated the research and development of new CTE programs. Grant activities included the formation of advisory boards for the two programs (Attachments 1, 3, 4), which articulated the following program student learning outcomes:

Water Management

Upon completion of this program, students will be able to:

1. Identify regulatory agencies, applicable regulations and permits to apply general concepts for the successful operation of water, wastewater and recycled water systems and facilities.
2. Evaluate the general management and operational challenges associated with water, wastewater, and recycled water industries.
3. Analyze and perform the role and responsibilities of a treatment plant operator.
4. Demonstrate an understanding of the prevention of pollution, types of waste, discharges and the types and effects of solids in wastewater by applying the responsibilities in industry lab settings required in the certificate program.
5. Examine the actual collection of wastewater, and operations and maintenance of wastewater treatment facilities processes through periodic visitations/field trips to industry facilities.

6. Research and report on the prevention of pollution, types of waste and the need for different types of disinfection.
7. Calculate basic wastewater math calculations and conversions, troubleshoot various electrical circuits, and apply a basic understanding of control circuits, circuit interpretation and the theories related to electrical phenomenon.
8. Apply personal safety practices which demonstrate an understanding of personal safety practices in the water, wastewater and recycled water industries.
9. Seek employment in the water and wastewater industries in the region.

Wastewater Management

Upon completion of this program, students will be able to:

1. Identify regulatory agencies, applicable regulations and permits to apply general concepts for the successful operation of water, wastewater and recycled water systems and facilities.
2. Evaluate the general management and operational challenges associated with water, wastewater, and recycled water industries.
3. Analyze and perform the role and responsibilities of a treatment plant operator.
4. Demonstrate an understanding of the prevention of pollution, types of waste, discharges and the types and effects of solids in wastewater by applying the responsibilities in industry lab settings required in the certificate program.
5. Examine the actual collection of wastewater, and operations and maintenance of wastewater treatment facilities processes through periodic visitations/field trips to industry facilities.
6. Research and report on the prevention of pollution, types of waste and the need for different types of disinfection.
7. Calculate basic wastewater math calculations and conversions, troubleshoot various electrical circuits, and apply a basic understanding of control circuits, circuit interpretation and the theories related to electrical phenomenon.
8. Research and report on the prevention of pollution, types of waste and the need for different types of disinfection.
9. Apply personal safety practices which demonstrate an understanding of personal safety practices in the water, wastewater and recycled water industries.
10. Seek employment in the water and wastewater industries in the region.

Once program outcomes were established, curriculum was developed and processed via the college and district curriculum and program approval processes as previously described. The programs have been approved by the North/Far North Regional Consortium, which serves as a primary link between its 15 northern California member community colleges, Economic and Workforce Development Program Centers and Initiatives, and the California Community College Chancellor's Office. One of the consortium's goals is to reduce unnecessary duplication of programs in the area. The programs have also been approved by the state Chancellor's Office (Attachment 14).

C. EVIDENCE OF ADEQUATE RESOURCES

Faculty, Management, and Support Staffing

The two proposed programs will be part of the Career and Technical Education (CTE) area. The area is managed by the Dean of Instruction, Career and Technical Education (Attachment 15). The dean position is already in place to provide administrative support to other programs in the CTE so the approval of the new Water Management and Wastewater Management programs will not require additional resources.

The college currently has an adequate pool of adjunct instructors to teach courses in the Water Management and Wastewater Management programs. For example, three adjunct faculty teaching in one, or both, certificate programs are current full-time water agency professionals and advisory board members. Since 2007, the college has advertised and recruited additional adjunct faculty and will continue to do so as needed to support the program's offerings. Two more adjuncts are expected to be added to the eligible faculty list by end of spring 2010 semester, raising to five the number of eligible adjuncts for both certificates. All faculty are hired and evaluated in accordance with the district hiring policies and procedures, which comply with relevant local, state, and federal laws and regulations, as well as with the current collective bargaining agreements.

Funding for the Water Management and Wastewater Management adjunct positions will be provided by *Green Force* grant monies through 2012. After that time, the funding will be made available through regular district funding processes. The district provides its four colleges with faculty salaries and benefits funding through full-time equivalent faculty (FTEF) allocations based upon an agreed formula that includes consideration of past FTEF allocations, course productivity, and availability of general funds. Each college then determines how to allocate its assigned FTEF to its instructional programs. The FLC Office of Instruction has established allocation processes that ensure all approved degree and certificate programs are given sufficient FTEF to staff the necessary number of courses for students to complete the required program course sequence within a two-year time period (Attachment 18). When new district growth funds make increased FTEF available to the college, the Office of Instruction can decide where it wishes to allocate the FTEF, including providing increased sections for CTE programs where demand indicates new sections would be productive. During times of reduced funding that result in decreased FTEF allocations, the Office of Instruction prioritizes FTEF allocations to ensure that cuts are made to courses with multiple sections and/or to "stand alone" courses that are not required for any degree or certificate. The college is committed to ensuring the courses needed to complete the required sequences for water and wastewater certificate programs within a two-year time period will be funded.

Professional development opportunities are available to all Water Management and Wastewater Management faculty through regular college processes, as well as through CTE designated VTEA and *Green Force* grant funding. For example, faculty used grant funds to attend two American Wastewater and Water Association professional development conferences focusing on student learning. FLC Water Management and Wastewater Management faculty are also employed by local water agencies, through which they receive ongoing professional training.

Water and wastewater management students may access all the same academic and student support services as other FLC students. The services are described in the college catalog (Attachment 5, pages 33-38). Funding for these services is already in place. The Water Management and Wastewater Management programs do not have or need any specialized support staffing.

Equipment and Facilities

The Water Management and Wastewater Management programs require both classroom and laboratory space. The programs will be sited at both the FLC main campus and the college's El Dorado Center, which have adequate facility infrastructure to implement the programs. In addition, the college has agreements with existing water agencies to support student onsite learning experiences for those courses requiring visits to industry lab settings. The college is supporting the new programs' equipment and operating budget needs with federal Perkins (VTEA) funds and Department of Labor *Green Force* grant funds (Attachment 19). The *Green Force* grant provided federal funds to assist the college in developing and deploying the two certificate programs. Funds were used to provide FTEF for instructional costs, equipment, supplies, and professional development. The college allocated \$62,500 of the grant funds to purchase equipment, including 16 microscopes and related laboratory supplies that directly support student learning in laboratory classes included in both certificate programs.

Initial and Long Term Fiscal Resources

With the support of the *Green Force* grant, Folsom Lake College has allocated sufficient fiscal resources to support Water Management and Wastewater Management course offerings through 2012. The college has in place a process to allocate FTEF to transition course offerings from grant support to college support. Future class sections will be added as needed based on analysis of prior section fill rates, wait-listed students, and available growth monies. Other financial needs are supported by the operating budgets established within the Office of Instruction and from annual VTEA allocations for CTE programs.

Achievement Monitoring Plan

The college provides annual reports on degrees awarded, course enrollments, and student success rates (Attachment 20). The reports will be updated to include certificates awarded in Water Management and Wastewater Management once the programs have been in place long enough to for students to complete the requirements. In addition, the programs will be added to the college's two-year program review cycle for CTE programs (Attachment 21), and the reviews include analyses of program outcomes. Course outcomes are documented annually through the educational master plan process. The college has also implemented an online, on-demand reporting system that provides data on program enrollments and course activity, demographics, and student achievement (Attachments 22). Program courses are included under environmental technology reports beginning in fall 2009.

D. EVIDENCE OF NECESSARY INTERNAL AND EXTERNAL APPROVALS

Statement of Required Approvals

The Folsom Lake College curriculum committee is responsible for approving all programs and courses. The committee has approved the Water Management and Wastewater Management

programs and their associated courses. The programs and courses have also been approved by the LRCCD curriculum coordinating committee, the LRCCD Board of Trustees, the North/Far North Regional Consortium, and the California Community Colleges Chancellor's Office (Attachments 11, 12, 13, 14). Both of the proposed programs appear on the California Community Colleges Chancellor's Office Approved Credit Inventory List for Folsom Lake College (Attachment 23).

Legal Requirements

There are no special legal requirements for the Water Management and Wastewater Management programs.

Evidence of Governing Board Action

The LRCCD Board of Trustees approved the Water Management and Wastewater Management programs at its April 16, 2008 meeting (Attachment 13).

E. ACCREDITATION ELIGIBILITY REQUIREMENTS

1. Authority

Folsom Lake College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office. The college received its initial accreditation in January 2004 and had its accreditation reaffirmed in January 2010.

The Certificate of Achievement programs in Water Management and Wastewater Management will be offered under the same authority requirements as the college's other programs. They have been approved by the California Community College Chancellor's Office as well as the North/Far North Regional Consortium (Attachment 14).

2. Mission

Folsom Lake College's educational mission as a community college is clearly defined and published in its catalog. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The Los Rios Community College District Board of Trustees approved the college's most recent revision to its mission statement in September 2006.

The Certificate of Achievement programs in Water Management and Wastewater Management fall within the college's mission of offering transfer and vocational programs to students (Attachment 7).

3. Governing Board

Folsom Lake College is one of four colleges in the Los Rios Community College District. The district is governed by a publicly elected seven-member Board of Trustees, joined by a non-voting student trustee. The Board of Trustees functions as an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions, and is sufficient enough in size to fulfill its responsibilities consistent with the California Education

Code. A majority of the board members have no employment, family, or personal financial interest in the institution.

The Certificate of Achievement programs in Water Management and Wastewater Management have been approved by the Los Rios Community College District Board of Trustees (Attachment 13).

4. Chief Executive Officer

Folsom Lake College has a chief executive officer whose full-time responsibility is to the institution. The Folsom Lake College president is appointed by the Los Rios Community College District Board of Trustees and reports to the district chancellor. The chancellor is appointed by and reports to the Board of Trustees.

The college president and district chancellor approved the Water Management and Wastewater Management programs, as they do all college programs for recommendation to the Board of Trustees. They also provide regular reports to the Board regarding degrees and certificates awarded and overall student success.

5. Administrative Capacity

Folsom Lake College has sufficient academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college mission.

The college has nine instructional, student services, and administrative services administrators whose responsibilities include oversight of programs and services (Attachment 15). The district organization chart is provided in Attachment 24.

6. Operational Status

Folsom Lake College is operational with over 9,546 students enrolled in fall 2009. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four year institutions.

The addition of the Certificate of Achievement programs in Water Management and Wastewater Management will provide students with additional certificate choices. In fall 2009, two Water Management and Wastewater Management courses had a combined total of 57 student enrollments.

7. Degrees

Folsom Lake College offers the Associate of Arts and Associate of Science degrees. It has 31 degree programs. A majority of students are enrolled in courses that are required for a certificate or degree program, and/or required for transfer to four-year institutions.

The Water Management and Wastewater Management programs do not result in degrees. However, program course requirements and student learning outcomes for the Certificate of Achievement programs in Water Management and Wastewater Management will be described in the college's 2010-11 Catalog (Attachment 6). All of the courses for these programs are

transferable to the California State University system, where they can be counted as part of the units required for a Bachelor's Degree.

8. Educational Programs

Folsom Lake College's degree programs are congruent with its mission and are based on recognized higher education fields of study. The curriculum committee, a committee of the Folsom Lake College academic senate, ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered, regardless of course modality. The degree programs meet California Code of Regulations, Title 5 curriculum requirements, and when combined with the general education component, represent two years of full-time academic work.

The Certificate of Achievement programs in Water Management and Wastewater Management have been approved by Folsom Lake College curriculum committee, the Los Rios Board of Trustees, the North/Far North Regional Consortium, and the state Chancellor's Office (Attachments 11, 12, 13, 14).

9. Academic Credit

Folsom Lake College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the college catalog and schedules.

All courses in the Certificate of Achievement programs in Water Management and Wastewater Management have unit (credit) values based upon these same accepted practices. All courses, including their unit values, are described in the college catalog (Attachment 5).

10. Student Learning and Achievement

Folsom Lake College has developed a framework by which student learning and achievement outcomes for all courses, programs, and degrees are regularly and systematically assessed. Authentic assessment is underway for programs, and results are being used for improvement. Outcomes for all degree programs are published in the college catalog. Outcomes for courses are described in the course outlines, which are maintained on the district-wide curriculum management system.

Program learning outcomes will be listed in the college's 2010-11 Catalog (Attachment 6). Course outcomes are listed in course outlines as well as in all course syllabi. A *Program Student Learning Outcomes* document has been developed for both programs to illustrate the courses in which program learning outcomes are achieved (Attachment 25). Program and course learning outcomes will be assessed regularly.

11. General Education

Students must complete a minimum of 21 semester units of general education courses and demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The general education units include an introduction to major areas of knowledge. The general education program has comprehensive learning outcomes that will be assessed regularly.

The Certificate of Achievement programs in Water Management and Wastewater Management do not require that students complete general education requirements.

12. Academic Freedom

Faculty and students at Folsom Lake College are free to examine and test all knowledge appropriate to their discipline or area of major study. The college catalog contains the American Association of University Professors Statement of Principles on Academic Freedom, and also the Los Rios Colleges Federation of Teachers Statement on Academic Freedom.

Administration of the Certificate of Achievement programs in Water Management and Wastewater Management is consistent with practices described in the statements provided above.

13. Faculty

Folsom Lake College has 107 full-time faculty and over 186 adjunct faculty. Faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, and this includes assessment of student learning outcomes.

The Water Management and Wastewater Management programs reside in the Career and Technical Education instructional area which is supervised by the Dean of Instruction, Career and Technical Education. The dean is responsible for ensuring that all program faculty meet the minimum requirements for the discipline. Water Management and Wastewater Management program courses are taught by adjunct faculty, and a job description has been developed and used to hire current adjuncts (Attachment 26).

14. Student Services

Folsom Lake College provides a comprehensive array of student services for all its students, as well as basic skills courses for those students requiring better preparation for college level work.

Students enrolled in the Water Management and Wastewater Management programs have access to comprehensive student services, including admissions, enrollment, counseling, financial aid, follow up (Early Alert), college orientation, and transfer assistance (Attachment 4, pages 33-38).

15. Admissions

Folsom Lake College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5. Admissions policies are published in the college catalog and class schedules.

Students in the Water Management and Wastewater Management programs are admitted in accordance with the policies listed in the college catalog (Attachment 5, pages 9-11).

16. Information & Learning Resources

Folsom Lake College provides specific long-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students and programs.

The college provides access to the library and learning resources required to implement the Water Management and Wastewater Management programs. These resources include the online catalog (LOIS), online databases, and research assistance. The college has two fully staffed libraries to assist students and faculty. One library is on the FLC main campus and one is located at the El Dorado Center.

17. Financial Resources

Folsom Lake College, through the Los Rios Community College District, publicly documents a funding base, financial resources, and plans for financial development adequate to support its mission and educational programs, and to assure financial stability.

The college has the financial resources and allocation processes in place to support the initial offerings in Water Management and Wastewater Management programs and a viable plan for how to transition the programs to other funding once the *Green Force* grant sunsets (Attachment 17).

18. Financial Accountability

The Los Rios Community College District regularly undergoes and makes available an external financial audit for the district and its colleges by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States.

Information regarding all college programs is included in the appropriate financial documents and audits.

19. Institutional Planning & Evaluation

Folsom Lake College assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. The college systematically evaluates how well and in what ways it is accomplishing its purposes through various integrated processes that include strategic plan review, program review, student learning outcomes assessment, and educational master plan review.

Planning for and evaluation of the Water Management and Wastewater Management programs occurs and will occur through the educational master plan (Attachment 16) and program review processes, both of which are integrated into the college wide planning cycle (Attachment 27).

20. Public Information

Folsom Lake Colleges publishes in its catalog, college website, and other appropriate places the college mission, vision, and values statements; information about programs, courses, and degrees; admission requirements and procedures; college and academic regulations; student

development programs and services; policies on the rights of individuals; student rights and responsibilities; and academic credentials of faculty and administrators.

Information about the Water Management and Wastewater Management courses is available in the college catalog and class schedules. Program information will be available in the 2010-11 Catalog (Attachments 5, 6).

21. Relations with the Accrediting Commission

The Los Rios Community College District Board of Trustees provides assurance that Folsom Lake College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accrediting agencies, communicates any changes in its accredited status and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

The Certificate of Achievement programs in Water Management and Wastewater Management are integrated into the overall college mission and operations and are subject to all Accrediting Commission eligibility requirements, accreditation standards, and policies.

F. ACCREDITATION STANDARDS AND RELEVANT COMMISSION POLICIES

Standard 1: Institutional Mission and Effectiveness

- **Mission:** The college has a mission statement that demonstrates strong commitment to providing transfer and vocational opportunities to students that lead to student learning and achievement (Attachment 7). The proposed Water Management and Wastewater Management programs are vocational (career technical) and all courses transfer to CSU, Sacramento. A process is in place to review and update the mission statement as necessary every three years. The next review is scheduled for and currently underway in spring 2010. All college constituents are encouraged to participate in the review process.
- **Improving Institutional Effectiveness:** The college has an institutional planning and evaluation cycle in place that includes a program review process for all instructional programs as well as an annual educational master plan process that includes assessment of course student learning outcomes (Attachments 27, 21, 22). The program review process is currently being updated to ensure inclusion of student learning outcomes assessment results in the next cycle of reviews. The effectiveness of the Water Management and Wastewater Management programs and courses will be assessed through these processes. Academic and student support services also have an established program review cycle that includes review of services within their regular review processes.

Standard 2: Student Learning Programs and Services

- **Instructional Programs:** The college has been working since its initial accreditation in 2004 to create CTE programs to add to its robust transfer offerings. The proposed programs are in recognized fields. The need for these programs was indicated through the extensive review that preceded their development. Both programs were developed through a collaborative process involving college faculty and personnel from local

businesses and public agencies to ensure high quality. Program and course learning outcomes have been established and subsequently approved through the curriculum approval process, and assessment occurs regularly through the program review and educational master plan processes. Program student learning outcomes will be listed in the college catalog (Attachment 6).

- **Student Support Services:** The college recruits and admits diverse students who can benefit from all its programs, including the Water Management and Wastewater Management programs. All FLC students have access to a broad variety of student support services that enhance student success. The services are described in the college catalog (Attachment 5, pages 33-38) and include admissions, assessment, orientation, enrollment, counseling, wellness, financial aid, follow up (early Alert), disabled students programs and services, extended opportunity programs and services, veterans educational benefits, work experience, and transfer assistance. All services are available at the main campus and college centers, including the El Dorado Center. Most services may be accessed online as well as on-ground. Student services programs have identified student learning outcomes. Outcome assessments are included in their regular program review processes and assessment results are used to further improve services.
- **Library and Learning Support Services:** FLC's main campus and the El Dorado Center have the necessary library and learning support services to support their programs, including the proposed Water Management and Wastewater Management programs. Classes are available to teach students how to effectively and efficiently use library resources. Student learning outcomes are identified and assessed as part of the library's regular planning and program review processes. In addition, the college has tutoring as well as reading, writing and math center support services. Student learning outcomes are identified and assessed as part of the services' regular planning and program review processes.

Standard 3: Resources

- **Human Resources:** All full-time and adjunct faculty, including Water Management and Wastewater Management faculty, meet state and district minimum qualifications to be eligible to teach their respective discipline courses. All hiring committees include a trained equity representative whose responsibilities include: ensuring nondiscrimination and equal treatment of applicants as well as fair and equal screening and interview processes; and assisting the hiring committee chair in developing a climate in which interviewed candidates can do their best. Academic, student services, technology and facilities support staff are qualified to provide support services to the programs. All personnel are treated equitably, evaluated regularly and systematically, and provided with opportunities for professional development.
- **Physical and Technology Resources:** Most of the college's facilities have been constructed or updated within the past five years, with the result that physical and technology resources adequately support student learning programs and services as well as improvements to institutional effectiveness. Physical and technology resource planning is integrated with other institutional planning through the college's planning and evaluation cycle (Attachment 27).

- Financial Resources: The college has a Budget and Facilities Planning Committee that oversees local budgetary planning processes, while district processes are overseen by the District Budget Committee, which includes college representatives. College and district financial planning and budget processes provide sufficient and stable support for all college programs. The Office of Instruction has established allocation processes that allow for program growth (additional class sections) as increased resources become available. The Dean of Instruction, Career and Technical Education, with assistance from college and district fiscal personnel, is responsible for managing the college's portion of U. S. Department of Labor *Green Force* grant which is funding the college's acquisition of new equipment and faculty salaries until 2012.

Standard 4: Leadership and Governance

- Decision-Making Roles and Processes: Faculty, administrators, classified staff, and students are encouraged to actively participate in the appropriate college and district governance and operational committees and processes. In regards to the proposed programs, the college recognizes the expertise and leadership of its adjunct faculty, all of whom work for local business or public agencies. Water and wastewater management adjunct faculty actively participate in department and advisory board meetings.
- Board and Administrative Organization: The college recognizes the responsibilities and leadership of its Board of Trustees and operates in accordance with Board policies and regulations, which are published on the district website. The Board approved the Water Management and Wastewater Management programs at its April 16, 2008 meeting (Attachment 13).

Relevant Policies

The college acts in accordance with all policies established by the Accrediting Commission for Community and Junior Colleges.