

May 12, 2011

Susan B Clifford, Ed.D.
Vice President
ACCJC

Dr. Clifford,

It is Columbia College's pleasure to present additional information as requested by the Committee on Substantive Change in the March 24, 2011 letter addressed to Dr. Richard Jones.

In March of 2011, Columbia College submitted a Substantive Change Proposal in support of offering programs with courses that constitute 50% or more of a program offered through distance education. There were 19 Associate Degrees and 7 Certificates addressed in the proposal.

The Substantive Change Committee requested additional evidence regarding budget planning and sustainability of the Distance Education Program following the expiration of a Title III Grant (which will occur in 2013). This Title III Grant provided for the development of critical infrastructure and associated staffing to support and sustain an effective Distance Education program that supports student learning. Attached, you will find detailed institutional budget planning that demonstrates how the college will sustain this program through incorporation of critical grant funded positions into the college general fund.

Additionally, the Committee requested that the college identify specific student support services available for online students at Columbia College. Attached, you will find a list of such services.

This addendum addresses the evidence and information requested by the Substantive Change Committee in a March 24, 2011 communication.

Thank you for your consideration,



Dr. Dennis B. Gervin
Vice President of Student learning (ALO)
Columbia College
209-588-5107
gervind@yosemtie.edu

Columbia College
Title III Grant (2008 – 2013) - Plan to Institutionalize Positions in the General Fund

2011-2012	Year 4			
Position	Total Salary & Fringe*	% Paid by Grant	% Paid by General Fund	Amt to be paid by General Fund
Administrative Specialist	\$58,636	100%	0%	\$ -
Director of Development	\$140,678	60%	40%	\$ 56,271
Online Services Developer	\$88,143	75%	25%	\$ 22,036
DE Coordinator	\$100,283	75%	25%	\$ 25,071
Total	\$387,740	NA	NA	\$ 103,378

2012-2013	Year 5			
Position	Total Salary & Fringe*	% Paid by Grant	% Paid by General Fund	Amt to be paid by General Fund
Administrative Specialist	\$61,567	67%	33%	\$ 20,317
Director of Development	\$147,712	30%	70%	\$ 103,399
Online Services Developer	\$92,551	50%	50%	\$ 46,275
DE Coordinator	\$105,297	50%	50%	\$ 52,648
Total	\$407,127	NA	NA	\$ 222,640

2013-2014	Year 6 – Grant End			
Position	Total Salary & Fringe*	% Paid by Grant	% Paid by General Fund	Amt to be paid by General Fund
Administrative Specialist	\$64,646	0%	100%	\$ 64,646
Director of Development	\$155,098	0%	100%	\$ 155,098
Online Services Developer	\$97,178	0%	100%	\$ 97,178
DE Coordinator	\$110,562	0%	100%	\$ 110,562
Total	\$427,483	NA	NA	\$ 427,483

Student Support Services Available to Online Students

First, increasing distance education offerings has already greatly improved access for students in the college's geographically dispersed service area. The provision of online services benefits both online and face-to-face students, as well as staff and faculty by increasing efficiency. Students currently have the ability to apply to the college and pay fees online, complete the online new student orientation, register online and access their assessment test scores. The Title III grant has added additional services for students. For example, many of the library services are available online. Students can access e-books, search through the database, complete the library orientation and ask a Librarian all via the Internet. Tutoring has been embedded in some of the online courses, so students can access the same resources that are available to those who are in face-to-face classes. The Academic Achievement Center (AAC) has created video clips on various study skills topics, which are accessible via the AAC webpage. Students can access health information online and ask the Nurse questions relating to physical and mental health issues. The College is currently exploring providing counseling services via an online format. The counselors will already work with students via the phone and/or internet, but having the online platform will enhance the capability of utilizing visuals and will allow more interaction between the counselor and student.

Some services have helped the college to become more administratively efficient, such as the ability to review, appeal, and pay parking tickets online. Students can now submit some administrative functions online such as a request for a fee refund, or a transcript request. Other services are in the planning and/or development phase such as being able to change their mailing address or change their goals/major via an online request.

Communication to students has become more efficient with the implementation of email accounts for all students. In addition, an email blast function has been created in order to target particular classes and groups of students so that important information can be sent. Instructors can access an "early alert" system online to intervene with students who are having academic difficulties. Students are emailed notification from the instructor with a list of resources available. For students needing to provide a progress report to their counselor, an online performance report is available for students taking online courses, which allows the instructor to complete the form and electronically submit it to the student's counselor. In an attempt to help students taking online courses more successful, an orientation for online courses has been created. This feature is designed to familiarize the student to the platform functions before the class actually begins. Additionally, the college is developing a self-assessment for online course readiness that will help students' identify whether or not they are academically prepared to take an online course.

A list of completed online services and services in the planning stages are listed in the *Title III Online Services Workgroup* table.

Title III Online Services Workgroup		
Project	Description	Date
Embedded Online Tutoring	A tutor is embedded within the online course for easy student access	Completed in Grant Year 1
Student Email	All students are provided with a Columbia Student email account	Completed in Grant Year 1
Financial Aid Online Correspondence	Students receive all correspondence through the Columbia College email account	Completed in Grant Year 1
Online oral history collection in the Library	Previous collections have the history of the area such as interviews with individuals have been recorded and are available online for easy access	Completed in Grant Year 1
Student E-Portfolio's	Opportunity for students in the culinary program to post portfolios electronically	Completed in Grant Year 1
Early Alert and Follow-up	Faculty can submit electronically an alert on students who are not performing satisfactory and may need additional resources	Completed in Grant Year 1
Online Student Orientation	An option for students to review orientation material online; includes a self assessment after each section	Completed in Grant Year 2
Electronic Student Performance Report	Instructors can submit progress reports for their students electronically. These go to the student's counselor for review with the student.	Completed in Grant Year 2
Online Course Orientation	An online orientation for students enrolling in online courses	Completed in Grant Year 2
Emergency Contact System (Alert U)	An emergency system sent to students via text	Completed in Grant Year 2
Re-design of website for online learners	The website was redesigned for online learners for easier access and available resources	Completed in Grant Year 2
E-book collection in the library	The Library continues to expand the library books and resources that are available to students online	Completed in Grant Year 2
Email Blast	Creates easy access for instructors to communicate with students via email	Completed in Grant Year 2
Enhanced online services for the bookstore	Purchases for the bookstore are now available online	Completed in Grant Year 3
Academic integrity posters on the web	Information regarding academic integrity available to students online	Completed in Grant Year 3
Online job placement services	Students can search and apply for job openings online and employers can electronically post openings	Completed in Grant Year 3
Online video tutor tips	Variety of study skill tips videotaped and available online for viewing	Completed in Grant Year 3
Health office advice for online students	Variety of resources are available online as well as the ability to ask questions regarding health related issues	Completed in Grant Year 3
Blackboard 9.1 Browser Compatibility Check	To ensure students have a compatible browser environment that is Blackboard 9.1 ready. It is located on the Blackboard log in page.	Completed in Grant Year 3

Online advising/counseling	Began researching platforms to use for online counseling; continuing to develop process and procedures	Anticipate completion in Grant Year 4
Self-assessment for online course readiness	A self-assessment that students can take to determine if they are ready to be successful in an online course	Anticipate completion in Grant Year 4
Online ability to change mailing address	Students will be able to change their current address via online request	Anticipate completion in Grant Year 4
Updating goals/major each semester during registration	Students will be able to update their goals and major online each semester during registration	Anticipate completion in Grant Year 4
Online events calendar	List of all events and activities will be developed and available online in a calendar format	Anticipate completion in Grant Year 4
Financial Aid online workshops	Financial aid and financial literacy workshops will be developed and available online	Anticipate completion in Grant year 5
Online BOG fee waiver	Students will be able to apply online for the BOG fee waiver	Anticipate completion in Grant year 5
Degree Audit	Degree audit will allow students to review their progress towards earning a degree/certificate or transfer requirements	Pending resources

Administrative Support Services		
Online review, appeal and payment of parking citations	Electronic system that allows students review, appeal and pay parking citations	Completed in Grant Year 1
Student learning outcome (SLO) online administrative tool	Allows faculty and staff to electronically input student learning outcomes and assessment results so faculty, staff and students can view	Completed in Grant Year 3
Online reservation and payment for Foundation events	Community members can make reservations and submit payment online for any Foundation events	Completed in Grant Year 2
Online donations for the Foundations	Community members can submit donations for the Foundation through online process	Completed in Grant Year 2
Audio interviews of scholarship recipients	Video clips available online of scholarship recipients for promotion to current and future donors	Completed in Grant Year 3
Online submission for fee refund	Electronic capability to request a fee refund	Completed in Grant Year 3
Administrative procedures for social media sites	Develop policies and procedures to support online social media sites such as Facebook, Twitter, etc.	Anticipate completion in Grant Year 3
Student Services Program Review Template	Electronic program review template available for all student services	Anticipate completion in Grant Year 3
AAC Tutoring online scheduling	Availability for students to schedule tutoring appointments online.	Anticipate completion in Grant Year 3
FIPSE grant software to track laptop rentals	Create database for tracking of the laptop rental program	Anticipate completion in Grant Year 3
Academic Wellness Educators (AWE) website redesign and Blog	Redesign the website for AWE so that it provides more resources and information for online students	Anticipate completion in Grant Year 3
Online payroll claims	Student workers complete pay claims electronically	Anticipate completion in Grant Year 3



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

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March 24, 2011

Dr. Richard Jones
Interim President
Columbia College
11600 Columbia College Drive
Sonora, CA 95370

Dear Interim President Jones:

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges met March 14-15, 2011 to review the Substantive Change Proposal from Columbia College to offer 19 Associate degrees and 7 certificate programs at 50% or more via a mode of distance education.

The Committee acted to defer the College's Proposal pending additional evidence about budget planning and sustainability after Title III grant is completed; and specific student support services available for online students. An Addendum with this additional information can be submitted to my attention electronically by May 15, 2011. Please do not hesitate to contact me if you have further questions.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. It remains the College's responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan B. Clifford".

Susan B. Clifford, Ed.D.
Vice President

SBC/mg

Cc: Dr. Dennis Gervin, Accreditation Liaison Officer
Ms. Martina Fernandez-Rosario, U.S. Department of Education