

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION

1. **Authority:** Las Positas College has the authority to operate as a degree-granting institution based on its continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education. This authority is published on the tenth page of the college catalog, and it can be found in several places on the college website as well.

Documentation available upon request.

2. **Mission:** The current Las Positas College mission statement was revised and board-approved in 2003. The mission is regularly reviewed and has been recently revised to reflect the commitment of the college to meet the educational needs of the students and of the community. The mission statement is published on page of eight of the college catalog and is on the college website under About Las Positas. The college mission is concordant with the mission of the district, which can be found on the district website under Board of Trustees.

Documentation available upon request.

3. **Governing Board:** The Chabot/Las Positas Community College District is governed by a Board of Trustees that consists of seven members elected by the county at large and two non-voting student trustees elected by the students of the two colleges. The communities - elected trustees represent the entire district (Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, Sunol and Union City) and are elected for four-year staggered terms. The student trustees serve a one-year term. The function of the board is to determine policies, establish rules and regulations, and oversee the use of financial and other resources to ensure that they are used to provide a sound educational program consistent with the mission and goals of the district. The President of the Board of Trustees is one of the community-elected trustees and is selected by the trustees on an annual basis.

The Board of Trustees invites public interest in the activities of the board. Agendas of each board meeting are published in local newspapers, and agendas and minutes are posted on the district website. Every board agenda includes an item for Statements from the Public on Non-Agenda Items. Members of the Board of Trustees have no employment, family, ownership, or personal financial interests related to either the colleges or the district. The board has and enforces a conflict of interest policy.

Documentation available upon request.

4. **Chief Executive Officer:** The Las Positas College President serves as the chief executive officer for the college and is responsible for the development of all programs and services and for the administration and operation of the college. The president was appointed by the Board of Trustees after a nationwide search. The president does not sit on the Board of Trustees for the

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district as a voting member but attends and participates in all district board meetings as the college representative.

Documentation available upon request.

5. **Administrative Capacity:** The college has a sufficient number of administrators to effectively manage the college's programs and services. All administrators are selected using appropriate statewide minimum qualifications and district guidelines and have the education and experience needed to perform their assigned duties.

Documentation upon request.

6. **Operational Status:** The institution is operational, with approximately 9000 students enrolled in fall 2008. Most of these students are enrolled in courses that lead to degrees, certificates, or transfer.

Documentation available upon request.

7. **Degrees:** Las Positas College offers 38 associate degree programs and 46 certificate programs. Thirty-six percent of Las Positas College students have a stated goal of receiving an AA or AS degree and transferring, 8% have a goal of receiving an AA or AS without transferring, and 12% have a goal of transferring without receiving a degree.

Documentation available upon request.

8. **Educational Programs:** Las Positas College degree programs are congruent with the college's mission to provide a learner-centered education, with its values statement reflecting academic excellence. Programs are based on recognized higher education fields of study and conform to nationally recognized standards for content, length, quality, and rigor. Student outcomes are currently specified for approximately 53% of Las Positas courses, with the rest scheduled for completion within the Student Learning Outcomes Planning cycle timeline. Student learning outcomes are being developed for certificates and majors. Degree-level student learning outcomes have been completed as college Core Competencies and will be reviewed within the program review cycle. Degree programs, including major requirements, specific area requirements and general education requirements are designed to include 60 units of credit or two fulltime years.

Documentation available upon request.

9. **Academic Credit:** Credit for all coursework is awarded based on the Carnegie unit, the standard generally accepted in degree-granting institutions of higher education. When the Curriculum Committee approves a course, the awarding of credit is carefully reviewed for

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compliance with Title 5 of the Education Code. Appropriate information about course credit is provided in the college catalog on page 60 with specific course unit information found under Course Descriptions Information beginning on page 55 of the college catalog. The catalog is available in print, online, and in CD format.

Documentation available upon request.

- 10. Student Learning and Achievement:** The college's Student Learning Outcomes Assessment Cycle process is currently working on defining the program learning outcomes, which will include assessment methods that will demonstrate that students who complete Las Positas College programs achieve the stated outcomes regardless of where or how they complete program requirements. Core Competencies that include general education courses have been developed and are included on the Student Learning Outcomes website.

Documentation available upon request.

- 11. General Education:** Las Positas College requires that any student receiving an AA or AS degree satisfactorily completes the college and general education requirements, basic competency requirements, and specific area requirements, in addition to the requirements of the student's major. All General Education requirements are listed in the Catalog. Additionally, Las Positas College requires proficiency in American Cultures and Mathematics.

General education requirements include:

- a. Language and Rationality
- b. Mathematics (Proficiency)
- c. Natural Sciences
- d. Humanities
- e. Social and Behavioral Sciences
- f. Wellness
- g. American Institutions
- h. American Cultures (Proficiency)

Each course that meets these requirements has defined learning outcomes noted as core competencies. The courses that meet these requirements have the rigor that is appropriate for the degree-applicable courses.

Documentation available upon request.

- 12. Academic Freedom:** The Las Positas College statement on academic freedom is in the Faculty Handbook. In addition, the Faculty Association contract has a notation on academic

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freedom. The college adheres to the Chabot/Las Positas College District statement on academic freedom found in board policy 4320.

The academic freedom statement includes the following statement:

Academic Freedom exists and is nurtured in our community for the common good of all citizens. Students, faculty, administrators and society itself derive benefits from the practice of academic freedom with its open search for truth and its free exposition. Academic freedom is fundamental for the protection of the instructor's right in teaching and the student's right in learning in the classroom and on the campus. Academic freedom carries with it responsibilities correlative with rights, such responsibilities being implicit in all freedoms and assured by all members of the college to ensure the rights of others.

Documentation available upon request.

- 13. Faculty:** Las Positas has 106 fulltime faculty and 254 part-time faculty. The college has an additional 100 faculty especially hired for the Administration of Justice program. All faculty, whether fulltime or part-time, meet at least the minimum requirements established by the Board of Governors for California Community Colleges. The core of fulltime faculty is sufficient in size and experience to support all of the institution's educational programs. The statement of faculty responsibilities are noted within the Academic Senate website and are also noted in the Faculty Association contract.

Documentation available upon request.

- 14. Student Services:** Las Positas College provides a wide range of student services including counseling, orientation, assessment, financial aid, transfer and career information, health services, and disabled student services. The focus of all student services is to help students successfully meet their educational goals.

Documentation available upon request.

- 15. Admissions:** Las Positas College is an open access institution. The college admission policy is published in the college catalog beginning on page 12, and it clearly states the qualifications for admission to the college and its programs.

Documentation available upon request.

- 16. Information and Learning Resources:** Las Positas College maintains a full-service library for student use. The library offers a wide range of print material including books, periodicals, and newspapers, as well as access to a vast array of electronic databases. LPC Library has a resource-sharing agreement with the other district library at Chabot College. Items are transferred between libraries when requested by faculty or students. LPC Library encourages use of and provides instruction in LINK+, an interlibrary loan platform used by local Bay

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Area public libraries. Also, LPC Library has a formal arrangement with California State University East Bay that enables Las Positas College students to check out materials from the University library when showing a current, valid Las Positas College student identification card.

The Innovation Center assists the faculty with instructional design and with technology classroom support, and serves as professional development for faculty wishing to use instructional technology. There are several Academic Support Resources on campus including the award winning Integrated Learning Center, the Tutorial Reading Center, the Academic Center of Excellence (for college athletics), the Writing Center, the Computer Center and several computer and discipline labs where students and faculty have Internet access.

Documentation available upon request.

- 17. Financial Resources:** The Chabot/Las Positas Community College District is funded by local property taxes and state apportionment. The district develops a budget, which is board approved. Using a district allocation process, the district distributes a portion of the district funds to Las Positas College, and the college independently develops an operating budget to support and improve student learning programs and services. In addition, Las Positas College is the recipient of several grants that enhance the ability to provide program and services for students and staff. The college is financially stable.

Documentation available upon request.

- 18. Financial Accountability:** The district undergoes an annual external audit by a firm of certified public accountants. The accountants present and explain the audit at a Board of Trustees meeting. Las Positas College is included in the audit as a sub-unit. Neither the district nor the college shows a deficit at any time during the eligibility application process. Audits for the last two years are available upon request.

Documentation available upon request.

- 19. Institutional Planning and Evaluation:** Las Positas College has both an operational planning and evaluation process and a strategic/future planning and evaluation process. Operational planning occurs in the program review process. This occurs across the campus within instruction and student services, and will be implemented in institutional programs that either offer services or that integrate into the other planning processes beginning in 2009.

The college began its educational master plan process in 2003. In 2005, a revised master plan was created for 2005-2015 with updates to the plan in 2006 and in 2007. The educational master plan incorporated both an internal and external scan that was conducted after the 2003 accreditation site visit. External and internal scans, along with a comprehensive consultant college-wide forum schedule, created the current educational master plan model. Recommendations from program review have become a part of the educational master plan

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and are used as a part of the institutional budget and planning outcomes process. Areas of responsibility for Institutional Planning and Evaluation lie across the campus. Several shared governance committees participate in the recommendation process including the Planning and Budget Committee, the Staff Development Committee, the Curriculum Committee, the Facilities Committee, the Academic Senate, the College Council and the Distance Education and Technology Committees. Assessment of planning begins at the program review level with ultimate oversight of the planning and evaluation process lying within the College Council and its review. The program review cycle is a four year cycle and the educational master plan cycle is a ten year cycle with a yearly review and update.

Documentation available upon request.

20. Public Information: The Las Positas College Catalog is available in print, on the web, and on CD. The catalog contains all of the following information in precise, accurate, and current entries:

- Official Name, Address, Telephone Number and Website address of the College
- Educational Mission
- Course, Program and Degree Offerings
- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Requirements for:
 - o Admissions
 - o Student Fees and Other Financial Obligations
 - o Degree, Certificates, Graduation and Transfer
- Major Policies Affecting Students including:
 - o Academic Regulations, Including Academic Honesty
 - o Nondiscrimination
 - o Acceptance of Transfer Credits
 - o Grievance and Complaint Procedures
 - o Sexual Harassment
 - o Refund of Fees

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Many of these and other policies and procedures are to be found in the Schedule of Classes, the Student Handbook, the Faculty Handbook, and District Rules and Regulations.

Documentation available upon request.

- 21. Relations with the Accrediting Commission:** Las Positas College adheres to the eligibility requirements and accreditation standards of the Commission and describes itself in identical terms to all agencies. The college communicates any changes in its accredited status and agrees to disclose all information required by the Commission to carry out its accrediting responsibilities.

Documentation available upon request.

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STATEMENT OF ASSURANCE

We hereby certify that Las Positas College continues to meet the eligibility requirements for accreditation.

President, Board of Trustees
Chabot-Las Positas Community College District
Hal G. Gin, Ed.D.

President, Las Positas College
DeRionne P. Pollard, Ph.D.