



Follow-Up Report

(Draft #1)

Porterville College
100 East College Avenue
Porterville, CA 93257

Submitted to the Accrediting Commission for Community and Junior Colleges Western
Association of Schools and Colleges

Date of Submission: June, 2019

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**Follow-Up Report
Certification**

To: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges

From: William P. Henry
President
Porterville College
100 E. College Ave
Porterville CA, 93257

Date: June 2019

I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signatures:

William P. Henry, President

Date

Thomas J. Burke, Chancellor

Date

John Corkins, President, Board of Trustees

Date

Dr. Jeffrey Keele, President Academic Senate

Date

Jay Hargis, Chair Community College Association,
Faculty, Porterville College

Date

Leverne Butler, President, Chapter 46, CSEA

Date

Dr. Sam Aunai, Accreditation Liaison Officer

Date

Christian Chavez, President, Associate Student
Organization, Porterville College

Date

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I. Follow-Up Report Preparation

On January 28, 2019, Porterville College received the action letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) confirming the outcome of the College’s Fall 2018 evaluation. The action letter, reaffirmed the College’s accreditation for 18 months and contained one recommendation for compliance. The College was requested to address this recommendation in a follow-up report and visit, with the report to be submitted by March 2, 2020. The Commission acted to change Recommendation 2 from the evaluation team’s report to a compliance recommendation for the “college to review and revise its existing processes to ensure that faculty teaching online courses consistently provide regular and substantive interaction with students.”

Upon receipt of the letter, the President shared the news with the College Vice Presidents. An initial meeting (R1) was called with academic senate leadership, vice president of instruction, and the college president to discuss the action letter and to determine potential actions to be taken. An email (R2) was sent by the academic senate president to all faculty (full-time and adjunct) informing them of the ACCJC action. The email provided some guidance about expectations for faculty-student contact for distance education (DE) courses as well as a reminder of the Kern Community College District (KCCD) Board policy and administrative procedure (R3) on regular and effective contact. Moreover, the College president also shared (R4) the news of the ACCJC action with campus constituents. Subsequent conversations and plans were discussed at length with the Distance Education Committee (R5), Academic Senate (R6), Curriculum Committee (R7), College Council (R8), and the Accreditation Committee (R9).

From the various meetings, the College opted to address the concern immediately and to submit a follow-up report to ACCJC in the Summer of 2019 and to request a visit in the Fall 2019 rather than wait for March 2, 2020 deadline. A plan and time (R10) was immediately put forth to address the compliance recommendation with expected deliverables and timelines.

Accreditation Follow-Up Report Spring 2019 Timeline

Action/Deliverables	Timeline
Receipt of Letter of Re-Affirmation	January 28, 2019
Review letter, compliance recommendation, external evaluation report,	January-February 2019
Identify actions and areas to be addressed	January-February 2019
Follow Up Report First Draft	March 15, 2019
Follow Up Report Second Draft	March 22, 2019
Accreditation Steering Committee and Distance Education Committee Review & Approval	March 29, 2019
Review and Approval by College Council	April 1, 2019
Follow Up Report Finalized	April 10, 2019
Submission for Board Review	April 12, 2019
KCCD Board Approval	May 9, 2019
Submission to ACCJC	May/June, 2019

Evidence

- [R1](#) Academic Senate, PC President, Vice President Meeting
- [R2](#) Academic Senate President Email
- [R3](#) KCCCD Board Policy (4B3C) & Administrative Procedure (AP 4B3)
- [R4](#) College President Email
- [R5](#) Distance Education Committee
- [R6](#) Academic Senate
- [R7](#) Curriculum Committee
- [R8](#) College Council
- [R9](#) Accreditation Committee
- [R10](#) Follow-Up Report Timeline

II. Response to Recommendation (Compliance)

Recommendation (Compliance): In order to meet the Standard and Commission Policy on Distance Education and Correspondence Education, the team recommends the college review and revise its existing processes to ensure that faculty teaching online courses consistently provide regular and substantive interaction with students.

Policies and Practices

The College began work immediately to address all aspects of the compliance recommendation.

Porterville College maintains that policies and practices pertaining to regular and substantive interaction with students are in place. The KCCCD policy administrative procedure ([R3](#)) related to regular and substantive interaction with students stipulates a “minimum of at least twice a week initiate contact with students in the online classroom.” The College’s own distance education policy and practices references the KCCCD administrative procedure. The college’s regular and substantive contact policy was revised ([R11](#)) by the Distance Education Committee ([R12](#)). The revised policy provided additional guidance for instructor initiated contact when teaching DE courses.

Specifically, instructors in both fully-online and hybrid courses are required, at a minimum, to do one of the following:

1. Use the class announcement feature of the approved Learning Management System (LMS) twice each week to send a notice about an academically related issue to the class.
2. Use a tool outside the approved LMS twice each week to send a notice about an academically related issue to the class. Then repeat those notices using the announcement feature of the approved LMS.
3. Use a tool outside the approved LMS twice each week to send a notice about an academically related issue to the class. Then take a screenshot of those notices, being sure that they clearly show the date and the contents of the message, and upload the screenshot to the “Files” area of the course, placing them within a folder labeled “Class Announcements.”

Compliance Check

To further ensure compliance with regular and substantive interaction with students, the academic senate, faculty union, and administrative leadership agreed to have the College’s education media design specialist/Canvas administrator conduct weekly “checks” of faculty-student contact with DE courses. The goal is to ensure compliance but more importantly that faculty-student interaction occurs on a weekly basis. In conducting the weekly checks, the education media design specialist/Canvas administrator will send emails ([R13](#)) to faculty teaching DE classes about the faculty-student interaction requirement. The checks are not meant to be punitive or part of a course evaluation process but rather serve as a reminder to the faculty of the regular and substantive contact standards.

Professional Development

To ensure continuous improvement and quality, professional development is a key component of distance education delivery. The College has instituted a requirement for instructors who will be teaching an online/hybrid course. Specifically, an instructor will be required to show completion of the following:

- a) The @One or the Porterville College course “Introduction to Teaching with Canvas,” or another course(s) that covers the same content, and has been pre-approved by their Dean.
- b) The @One course Introduction to Online Teaching and Learning, or another course(s) that covers the same content, and has been pre-approved by their Dean.

The College, through the approved LMS (Canvas), hosts the Center for Instructional Technology page with a number of resources and information for faculty teaching DE courses. Specifically, the page contains:

- a) Distance Education Standards: Policies, procedures, online teaching handbook ([R14](#)) including information about regular and substantive contact. It also contains information about the Online Education Initiative (OEI) pertaining to professional development, course design, rubric, and other education resources. This section also contains information about state and federal regulations on DE.
- b) Canvas Resources: A number of miscellaneous tutorial guides and support resources for faculty teaching DE courses. The section contains a checklist ([R15](#)) about starting on Canvas.
- c) Professional Development: Contains information about training and learning events as well as opportunities offered by other entities including @One courses.

The College has had training and information sessions pertaining to distance education as part of its Flex-Day activity in past ([R16](#)). Going forward, the College plans to hold distance education learning sessions at its future Flex-Day activities to serve as a reminder about online delivery including regular and substantive contact policy and practices.

Communication

As part of the efforts to support distance education, the College uses various avenues to communicate information regarding policies, practices, and resources to faculty. Specifically:

- a) Center for Instructional Technology page (through Canvas): As noted, the page contains information pertaining to distance education policies, practices, and standards including regular and substantive contact, professional development, and faculty resources.
- b) E-mails: The education media design specialist/canvas administrator sends out regular emails to faculty teaching online/hybrid courses. Prior to start of each semester, an email ([R17](#)) is sent to faculty about resources and reminders of policies/practices.
- c) Division Visits: The education media design specialist/canvas administrator has met with faculty and the different academic divisions pertaining to issues and resources about DE. With the notification of the action from ACCJC, visits ([R18](#)) were arranged with each division that offers DE courses to remind the faculty of the policy, expectations, and standards pertaining to regular and substantive contact. The visits with the divisions included a training with faculty on how to create announcements or folder to house screenshots of non-canvas announcements so the checks on regular contact with students could easily be ascertained.

- d) Committees: Through the Distance Education Committee ([R5](#)), Academic Senate ([R6](#)), Curriculum Committee ([R7](#)), College Council ([R8](#)), and the Accreditation Committee ([R9](#)), the College discusses and shares information pertaining to policies, issues, and practices pertaining to distant education.

Curriculum

Distance education has a separate approval process for curriculum. To ensure continual compliance with DE requirements, the College will be updating its curriculum approval ([R19](#)) to include language particularly on regular and substantive contact.

Additionally, Porterville College recently became part of the Online Education Initiative (OEI). Therefore, the College will be adopting the OEI rubric for classes that will be part of the California Community Colleges (CCC) course exchange program ([R20](#)). By adopting the OEI Rubric, the College envisions a cultural shift and campus-wide commitment toward more masterfully crafted and facilitated distance education courses. The College understands that adopting and implementing the OEI rubric will be a lengthy process. However, the College believes it will serve the students in the long run.

With policies and practices in place, compliance checks, professional development opportunities, communication strategy, curriculum update to the DE course approval, and implementation of the OEI rubric, the College is ensuring that the standards and requirements on regular and substantive interaction with students are being fulfilled.

Evidence

- [R11](#) Regular and Effective Contact Policy
- [R12](#) Distance Education Committee Meeting
- [R13](#) Sample Email/Notice to Faculty
- [R14](#) Online Teaching Handbook
- [R15](#) Canvas Checklist
- [R16](#) Fall 2018 Flex-Day
- [R17](#) Education Media Design Specialist/Canvas Administrator Email
- [R18](#) Visits with Divisions
- [R19](#) Curriculum Distance Education Addendum
- [R20](#) Local Peer Online Course Review (POCR) Process