



STANDARD I

Mission and Institutional Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and reevaluation to verify and improve the effectiveness by which the mission is accomplished.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and reevaluation to verify and improve the effectiveness by which the mission is accomplished.

IA. Mission The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

Description

San Bernardino Valley College's Mission Statement: "*San Bernardino Valley College provides quality education and services to support a diverse community of learners*" clearly defines the purpose of the institution and its student population. It also states its commitment to quality in its programs and services which are intended to assist students in achieving. The colleges' student population is diverse in many ways: age, gender, ability, race, ethnicity, and proximity to the college. The mission encourages programs to embrace this diversity while demanding quality in all we do.

San Bernardino Valley College is located in an urban neighborhood. It is identified as an Hispanic Serving Institution. Sixty-two percent demographic makeup of our student is Hispanic. Though the college currently has about 20% of its seats assigned to online and hybrid courses, almost all students live within the "local footprint" of the college. According to assessment results, seventy-four percent of the students are unprepared for college level work in math and English when they enter. As a result, the college devotes extensive resources to basic skills acquisition and to student support services, such as tutoring and supplemental instruction. The campus is located adjacent to zip codes that are among the lowest achieving K-12 systems in the state [Evidence: Strategic Plan].

The institution has instituted several processes to foster commitment to student learning. The Office of Instruction has developed a process for reporting assessment of student learning for every section of every course offered. Our Professional and Organizational Development Office and Accreditation and SLO Committee has instituted a programs for faculty development in support of identifying strategies for assessing course, program, and institutional outcomes on an ongoing basis [Evidence: PD Calendar; Committee minutes]. The Curriculum and Program Review Committee continuously review courses, certificates and degrees and programs for quality, currency and accuracy. The campus mission is the foundation for the Strategic Plan which defines the six thematic goals for growing and improving the campus; Access, Student Success; Communication, Climate and Culture, Leadership and Professional Development, Effective Evaluation and Accountability and Facilities.

I.A.1. The institution established student learning programs and services aligned with its purposes, its character, and its student population.

Descriptive Summary

Each year, the San Bernardino Valley College (SBVC) College Council revisits the issue of the mission of the college. The College Council is comprised of the President, the Vice Presidents, the chairs of all the Collegial Consultation Committees of the college, representatives from the Academic and the Classified Senates, and a representative from the Student Body. So the annual examination of the mission is done at the highest level and with wide representation from the college community. [Evidence: College Council Minutes] In addition, the mission is examined in a much broader context than a mere statement. The mission is connected with the college's vision and the college's values.

Prior to the review of the mission by College Council, it is regularly examined by the collegial consultation committees and other groups on campus. For example, the Online Program Committee, the committee responsible for oversight of the college's Distance Education (DE) programs, regularly asks if developments in DE have an impact on the mission of the college. The recent Substantive Change Proposals (2012 and 2014) submitted to the ACCJC by the college included this statement: "The college will continue to monitor how it communicates its mission and how courses and programs approved for DE [Distance Education] delivery support and further that mission." For example, if SBVC were to participate as a "teaching college" in the newly evolving state-wide consortium for online education, that might trigger a reexamination of the mission, vision, and values of the college. That reexamination, if it were to happen, would necessarily be comprehensive. The Online Program Committee, reports to the Academic Senate, and works in coordination with the District Distributed Education Coordinating Council. In sum, SBVC holds periodic, ongoing, and systematic discussions regarding the relevance of the mission statement to student learning.

The mission, vision, and values statements (1.1) provide the basis and context for integrated strategic planning and the implementation of programs and services. For example, the mission and strategic initiatives serve as the starting point of many documents such as SBVC's Strategic Plan (1.2), Educational Master Plan, Facilities Master Plan (1.3), Technology Plan, and the Basic Skills Plan (1.4), to name a few. These plans are regularly reviewed and updated. The Strategic Planning Model was reviewed and updated Spring 2013 and approved by collegial consultation groups in Fall 2013. The Educational Master Plan one-sheets were updated 2013/2014. EMP one-sheets were updated with 2012/2013 and made accessible for editing. Deans were asked to distribute information to faculty who were to update the EMP one-sheet narrative section by October 2013 [Evidence: E-mail from Scott]. The comprehensive academic and vocational programs, along with a variety of opportunities for co-curricular student learning opportunities, begin with the mission of this college.

The college's mission is clearly and succinctly stated: *San Bernardino Valley College provides quality education and services that support a diverse community of learners.* The college's previous mission statement, developed in 2002, was in effect until the newer version was adopted and board approved in 2007. The mission statement was last reviewed by numerous collegial consultation committees, including the Academic Senate and the College Council, during Fall 2013. (minutes of Academic Senate and College Council)

A review of the demographics of the college based on ethnicity, gender, and economic background (see expanded demographics in the data section of this document) demonstrates that the campus indeed services a diverse community of learners. The population of San Bernardino Valley College is a reflection of the community with many ethnicities and economic backgrounds, and a broad range of age groups.

College Diversity Fall 2013	
Ethnicity	
Hispanic	62%
White	15%
Asian	4%
Native American Indian	1%
African American	14%
Filipino	1%
Pacific Isl.	1%
Other	2%
Gender	
Male	45%
Female	55%
Economic Background	
Low Income	72%
Remedial Math, English, Reading	98% (fall below on one of the three)
Average Age	28 years

The college is becoming more diverse with a population which averages 28 years in age and reflects the changing demographics of the community and the state.

Curriculum, Matriculation and the Mission

To enhance student learning at our institution, standing committees such as the Curriculum Committee meet weekly to ensure that the courses and programs offered at San Bernardino Valley College are consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Curriculum is an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed. In accordance with title 5, section 55003, prerequisites and co-requisites are reviewed and/or established through our process of "content review" at least once every six years, except for CTE courses or programs, which must be reviewed every two years. The Curriculum Committee membership is comprised of the Vice President of Instruction and one other manager, a Curriculum Faculty Chair appointed by the Academic Senate, the Articulation Officer, faculty members from each division as recommended by the Academic Senate, and an Instruction Office staff member to serve as resources to the committee. The Curriculum Committee works diligently, together with discipline faculty, making it a collaborative effort to ensure the courses and programs offered at San Bernardino Valley College meet our campus mission and provide quality education and services that support a diverse community of

learners. In addition, the Curriculum Committee has been collaborating with departments who need to update curriculum in order to align with new Title 5 regulations regarding repeatability, and is continuing to encourage the development of TMCs and providing departments with the support needed along with aligning courses with C-ID.

San Bernardino Valley College continues to work with the state chancellor's office to define a set of data elements and refine the methods of measurement to determine the extent to which matriculation services contribute to student success. New data elements have been defined for review.

Distance Education programs at SBVC support the mission of the college. The Online Program Committee has reviewed its role in supporting the mission. It works with faculty to determine if offering courses and programs online can be done in support of the mission. It has a role in the curriculum process and works closely with faculty to ensure quality programs and services in an online environment through student satisfaction surveys, quality professional development, and peer-to-peer mentoring. Distance Education programs at SBVC are aligned with Standard I.A. The [Online Program Committee](#) website provides a comprehensive view of how SBVC meets ACCJC Standards and how DE relates to the campus mission.

Self-Evaluation

The institution meets the standard. In order to evaluate the needs of the student population and community, the college's Office of Research, Planning and Institutional Effectiveness has provided a substantial body of data and made it available both online and in formal and informal presentations made to the campus. The office collects and analyzes data on placement tests, retention, transfers, and program review, to name a few. Additionally, the Office of Research and Institutional Effectiveness conducts regular surveys of students to determine their satisfaction regarding the college's quality. ([Campus Climate and Student Satisfaction Surveys](#)). There is a conscious effort to use survey data for improvement of current programs.

The data analysis received from the CC Benefits software, which provides information on student success and campus efficiency, is invaluable for program review and strategic planning. The CC Benefits data is enhanced by data from an environmental scanning hub within the district's Professional Development Center. Both data points are used to facilitate planning at the college. Additional services to support institutional effectiveness related to research, learning, evaluation, or meeting program needs, have been made possible through software purchases such as SPSS, Nvivo, SNAP, and the statistical analysis program R.

The campus climate surveys conducted in March 2012 gave a strong indication that the respondents believed that college programs, services, and planning were consistent with the mission (1.12).

Of the students surveyed:

- 81.7% responded favorably to the statement "I am satisfied with the academic environment at SBVC." (Question 10A)
- 78.6% responded favorably to the statement "In general, SBVC's faculty and staff are sensitive to the needs of students from all backgrounds." (Question 3E)
- (add a statement from the most recent online student satisfaction survey – get from Jack)

Of the faculty surveyed:

- 80.0% responded favorably to the statement “The college programs, services, and planning are consistent with the mission of the college.” (Question 1)
- 82.0% responded favorably to the statement “Official college publications such as the catalog and class schedule are precise, accurate, and current.” (Question 8)
- 86.0% responded favorably to the statement “Faculty are fair and objective in their presentation of course material.” (Question 10)
- 85.0% responded favorably to the statement “Instructors use delivery modes and teaching methodologies that reflect the diverse needs and learning styles of the students.” (Question 15)
- 81.0% responded favorably to the statement “The college designs and implements programs, practices, and services that enhance student understanding and appreciation of diversity.” (Question 23)
- 82.0% responded favorably to the statement “Policies and practices of the college clearly demonstrate commitment to issues of equity and diversity.” (Question 33)

Of the staff surveyed:

- 97.0% responded favorably to the statement “My job contributes to the SBVC mission and vision.” (Question 1B)
- 81.0% responded favorably to the statement “The staff members in my department are committed to the improvement of SBVC.” (Question 1C)
- 71.0% responded favorably to the statement “My work area is free of racial bias.” (Question 1H)
- 72.0% responded favorably to the statement “Persons of color are treated fairly at SBVC.” (Question 3E)

Of the managers surveyed:

- 73.3% responded favorably to the statement “The SBVC mission guides all planning.” (Question 1A)
- 80.0% responded favorably to the statement “The institution has mechanisms in place for short-term and long-term planning.” (Question 1B)
- 80.0% responded favorably to the statement “SBVC benefits the students and residents of the community at SBVC.” (Question 2I)
- 80.0% responded favorably to the statement “The courses offered encourage life-long learning.” (Question 2N)
- 80.0% responded favorably to the statement “Instructors are sensitive to students' diverse learning needs in the classroom.” (Question 3A)
- 80.0% responded favorably to the statement “Reasonable accommodations are provided for persons with disabilities.” (Question 3C)
- 80.0% responded favorably to the statement “The climate at SBVC is one of respect for cultural differences.” (Question 3F)

Actionable Planning Agenda

None

I.A.2. The mission statement is approved by the governing board and published.

Descriptive Summary

At the September 27, 2006 meeting of the College Council it was recommended that the mission statement be shorter, easier to remember, and more meaningful to the campus community. The statement was reviewed with extensive input and revised on October 31, 2006. It was approved by the Board of Trustees on February 28, 2007. The college mission and goal statements have been approved by all representative entities of the college, including the Academic Senate, Classified Senate, Associated Students, and Board of Trustees. The mission statement is reviewed annually by College Council, where it was last reviewed Fall 2013. (Minutes from College Council)

Self-Evaluation

The college meets this standard.

Actionable Planning Agenda

None

I.A.3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.

Descriptive Summary

The district's Board of Trustees formally adopted SBVC's mission statement on June 13, 2002. It was last revised on February 8, 2007. SBVC's Mission Statement describes the college's reason for being: "San Bernardino Valley College provides quality education and services that support a diverse community of learners." This mission statement is found on the cover of the SBVC catalog, schedule of classes, campus documents, email signatures and on the college website.

The formulation of the mission statement was the result of extensive collaboration and the collective effort of the entire college community. This process provided a method for the mission and goals to develop organically and to include the entire college. The mission and goals were reviewed, critiqued, and approved through the full spectrum of the collegial consultation process, and received wide distribution and exposure, appearing in all online and printed college materials, and introduced at all staff orientations and committee functions.

In May 2004, College Council held a retreat to begin formulation of the college's strategic plan in keeping with the mission of the college. From these two meetings emerged a set of goals for the strategic plan. Through dialog and meetings, the goals were refined over the next year until six goals emerged to guide the formulation of the strategic plan. Later, the goals were renamed the strategic initiatives. A minimum of two goals were assigned to each initiative. The following is a list of the six initiatives:

1. Access
2. Campus culture and climate
3. Institutional effectiveness
4. Partnerships

5. Student success
6. Technology

The Office of the President distributed copies to the constituent groups of the Academic and Classified Senates, and Management Roundtable for review. Discussions and recommendations were brought back to the College Council and are reflected in the final document. (2004 Strategic Initiatives)

During academic year 2012-13, a series of campus-wide and community meetings were held to revise the Strategic Initiatives and Strategic Plan. These meetings included an Educational Summit, a Visioning, Planning, and Grants meeting, and presentations made to the Academic Senate and most campus committees.

The 2014 -2019 Strategic Plan is in final draft stages and moving through collegial consultation processes. The adoption of the Strategic Plan is anticipated by August 2014. (2014 Strategic Initiatives Draft)

Self-Evaluation

The institution meets the standard. Every year, the college mission is reviewed by the College Council. In the fall of 2012, the Online Program Committee affirmed the mission statement, specifically stating that the Distance Education offerings support the mission of the college. That was communicated to the College Council in the spring of 2013 and again in the spring of 2014.

Distance Education programs at SBVC are aligned with Standard I.A. The [Online Program Committee](#) website provides a comprehensive view of how SBVC meets ACCJC Standards and the resources used to inform the campus about Distance Education.

The current mission statement was created through the collective effort of all campus constituencies. The mission and goals were written, reviewed, evaluated, and approved through the campus collegial consultation process. The mission statement is reviewed each Fall semester by the College Council and collegial consultation committees for currency and relevance to the campus' service population, service goals, and economic conditions. A recommendation is made to reaffirm or revise the mission statement. Any collegial consultation group at any time can make a motion to review and/or revise the mission statement should the need arise outside of the annual review cycle.

The mission is communicated in most if not all publications of the college, email signatures, on flyers posted on bulletin boards, and in classrooms [[include examples for Evidence](#)]. The [mission, vision and values](#) are available on the college website. The mission statement also appears on various policy documents, including those related to collegial consultation and program review, and is integrated into many departmental mission statements.

Actionable Planning Agenda

None

I.A.4. The institution's mission is central to institutional planning and decision making.

Descriptive Summary

The SBVC Strategic Plan and the SBVC Facilities Master Plan were formulated using the mission statement as the foundation. The planning process flow chart demonstrates the importance of the mission as its base (1.15). The strategic plan has six initiatives that link the mission to planning. These initiatives drive and inform program review. They also link to other reports of the college (1.16).

Institutional planning uses the documents from program review to guide decisions. Program review requires divisions/departments to demonstrate their role in the mission of the college. Program review has two phases, needs assessment in the fall and program efficacy in the spring. Each requires evidence of addressing the college mission within its documents. Programs can only participate in Needs Assessment if their past Program Efficacy received a rating of 'Continuation' or 'Conditional'

In program efficacy, documents are rated for the incorporation of the mission with a *meets* or *does not meet* (1.17). Both Needs Assessment and Program Efficacy are linked to the college's strategic initiatives in that programs must identify which initiatives they are working to achieve.

Decision-making occurs within the framework of the college's collegial consultation system. The college president and the College Council maintain an ongoing discussion about the mission. The College Council – the committee of collegial consultation committees – reviews the mission statement in the fall. College Council agendas, minutes and documents are available on the [College Council](#) website. College Council members report the councils' activities to their constituent groups.

Self-Evaluation

The college meets this standard. The Basic Skills, Professional Development and Technology committees are three further examples of committees that use the mission statement in their planning documents. The latter also incorporates the strategic initiatives in their three-year plan. Since the inception of the strategic initiatives in 2007 and the revised initiatives in 2014, more references to the initiatives, as well as to the mission, continue to appear in planning documents across the college.

Actionable Planning Agenda

None

DRAFT