



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

West Hills College Coalinga

West Hills College Lemoore

North District Center

Naval Air Station Lemoore

Office of the President Coalinga

Dr. Anthony S. Tricoli

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February 24, 2006

ACCJC

Barbara A. Beno, President

10 Commercial Boulevard

Suite 204

Novato, CA 94949

Dear Dr. Beno:

I am pleased to welcome the members of the Accrediting Commission for Community and Junior Colleges, who are participating in the follow-up to the visitation held in March of 2005. We embraced the Progress Report as an opportunity to strengthen both our college and district as we move toward becoming a successful multi-college district. We are pleased with our outcomes and can report that this process has generated significant clarification for our college in Coalinga, our college in Lemoore, and our district operation.

Since receiving the visiting team's accreditation review in March of 2005, activity at the college and at the district office has increased significantly to improve communication between all departments and among all staff at the college and the district. Together, we put policies and practices into place which have strengthened our college, our district, and improved our service and support to our students.

The synopsis of our activities and accomplishments are seen below:

**Recommendation 2 -**

- During April and May, 2005, the faculty and administration met and developed a list of courses to be transferred to inactive status;
- On June 28, 2005, the West Hills Community College District (WHCCD) Board of Trustees approved the inactivation of these courses;
- During August through December, 2005, the faculty and administration met and developed a second list of courses to be transferred to inactive status;
- On January 24, 2006, the WHCCD Board of Trustees approved the inactivation of these courses.

Recommendation 3 –

- On September 1, 2005, college staff met and immediately agreed to take a proactive approach to address the issue of accessibility. This action resulted in:
  1. Printed schedules which were distributed in Fall of 2005 and Spring of 2006;
  2. A printed catalog which was completed, printed and distributed in Spring of 2006;
  3. Development and printing of an application for admission which is aligned with our online application and was distributed for use at the North District Center and at the Coalinga campus for the Spring semester of 2006.
- On September 19, 2005, the West Hills Community College District contracted with the research firm Media Specialists to conduct a district-wide survey of our constituents on the topic of online accessibility.

Recommendation 5.1 –

- On November 15, 2005, Board Policy 2431 – Delineation of Authority to College Presidents and District Chancellor - was approved by the WHCCD Board of Trustees. College and district staff collaborated on the development of a Board Policy which clarifies and delineates the roles and responsibilities of the Chancellor and Presidents in decision-making which directly affects college operations;
- On December 6, 2005, the revised job descriptions for the Chancellor and the Presidents were approved by the WHCCD Board of Trustees. College and district staff reviewed and revised the job descriptions of the Chancellor and Presidents prior to their approval;
- During the Fall 2005 semester the college staff formalized the college's decision-making process.

Recommendation 5.2 –

- On February 16, 2005, the college Presidents developed and utilized the processes of recommending the allocation of faculty between both colleges;
- During the Fall 2005 semester the college staff formalized the procedure which prioritizes the college's order of faculty and staff hiring;
- On November 15, 2005, the WHCCD Board of Trustees approved Administrative Procedure 6225 – Resource Allocation - which communicates and clarifies the process for the allocation of faculty and staff.

Recommendation 5.3 –

- During the Fall 2005 semester the college and district staff collaborated to develop and formalize a program review process and scheduled timelines for the review of district operations. This process allows for scheduled reviews to include consideration of the appropriateness of functions being centralized as opposed to decentralized;
- During the Fall 2005 semester the college and district staff collaborated in the review of the organizational structures which now provide dotted lines of reporting of the district level leadership positions to the college Presidents;

