

**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

anthonytricoli@westhillscollege.com

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;

- On January 10, 2006, the Presidents and Chancellor met to refine the Function Mapping document which was initially discussed at the meeting led by the Cummings Eaton group on September 8-9, 2005;
- On January 11, 2006, the college Presidents shared the Function Mapping document with the Board of Trustees;
- On January 13, 2006, the college Presidents shared and discussed the Function Mapping document results with the faculty and staff;
- On January 23, 2006, a Function Mapping questionnaire was emailed to faculty and staff.

Recommendation 5.4 –

- On November 15, 2005, the WHCCD Board of Trustees approved Administrative Procedure 6225 – Resource Allocation. During the Fall 2005 semester the college and district staff along with the WHCCD Board of Trustees engaged in a collaborative process to develop a formalized procedure which resulted in a fiscal resource allocation model for the colleges and district office.

Recommendation 5.5 –

- On September 8-9, 2005, the college and district staff met to review and update the existing district-wide strategic plan. Professional consultants from the Cummings Eaton Group led the 39 member college and district team through the strategic planning process which resulted in a revised district mission, vision, and goals which guide the colleges through the on-going strategic planning process;
- On December 6, 2005, the WHCCD Board of Trustees approved Board Policy and Administrative Procedure 3250 – District Strategic Planning;
- On January 24, 2006, the WHCCD Board of Trustees adopted the strategic planning document which resulted from the aforementioned process.

Recommendation 6 –

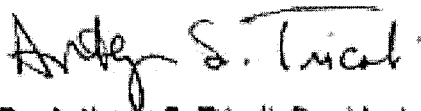
- On May 24, 2005, the Chancellor, college Presidents, and Academic Senate Presidents first met to establish the District Leadership Council which meets monthly to discuss and communicate district-wide issues and directives;
- On July 10-14, 2005, the college Presidents completed AACC Presidents Academy Summer Institute training which included communication, staff relations, leadership, resource development, and management;
- On December 5-6, 2005, Dr. Bob Jensen, an AACC approved leadership consultant, studied and led the WHCCD Board of Trustees, college and district leaders (faculty and staff) through a process aimed at strengthening appropriate college and district communications in a multi-college setting;
- On December 12, 2005, a letter from the Chancellor to the ACCJC President was sent requesting that the Commission review the West Hills Community College District Office functions;
- On December 19, 2005, the Chancellor received a response from the ACCJC President agreeing to the aforementioned visit. It was agreed that the visiting team would include professional staff that carry multi-college district level responsibility at colleges throughout the State. The visit will occur the day prior to the on-site visit of the West Hills College Lemoore;

- On January 13, 2006, during Duty Day activities, Dr. Bob Jensen provided district-wide staff and faculty with an update on the district work and accomplishments in strengthening communication in our new multi-college operations.

West Hills College Coalinga (and the North District Center) enjoys a collaborative leadership atmosphere. This is a place where students, faculty, staff, and administration work together to aid students in attaining their educational goals. The processes and actions described in this Progress Report represent the input and collaboration of not only college staff, but includes the valuable input and dedicated work of our colleagues at the district office and our sister college in Lemoore.

The opportunity to complete this Progress Report provided us with encouragement to hasten, finalize, and formalize policies and practices in particular, and has strengthened the West Hills Community College District overall. Our students shall be the benefactors of this good work.

Sincerely,



Dr. Anthony S. Tricoli, President
West Hills College Coalinga