Getting Started – 2017 Annual Report

This document is provided to assist you in completing the ACCJC 2017 Annual Report, which will be submitted electronically. You will be using data from Fall 2016 and the two previous fall semesters to complete this report except where specified otherwise. Attached are the report questions you may use to prepare before completing the report online.

1. The Chief Executive Officer (CEO) and the Accreditation Liaison Officer (ALO) will each receive e-mail instructions with an individually assigned username and password. The Commission requires the CEO to certify that the information provided in the form is accurate and then to submit the form.

2. If necessary at the institution, the password may be changed using the "Update Profile" link once you have logged into the report. Please note that the ACCJC staff are not able to retrieve lost passwords if they have been changed.

3. Please do not share your login information. Instead, you may create two additional accounts in the "Update Profile" for designated others to assist in completing the Annual Report.

4. Only the CEO can submit the final version of the Annual Report. The CEO will use the separate username and password sent by e-mail to the CEO, for submitting the report.

5. You may download copies of this document from the Annual Report login screen by clicking the "Getting Started" link near the bottom of the login screen.

6. Some questions have "[Read Additional Instructions]" pop-up windows that contain important details to assist in accurately providing the requested information.

7. If you need to skip a question because you do not have all the information or need to validate data, a "skip" button is provided. The report form will retain any information that is entered and mark the question as "skipped" so that you will be able to more easily find it at a later time to complete and "Submit" the answer. If you need to go back to a previous question, use the "Review Prior Question" button.

8. If a question is not applicable, please enter n/a in that box.

9. You may edit your answers as many times as you wish until the CEO performs the "Final Submission" of the Annual Report. Upon the final submission, e-mail notifications will be sent to the ALO and the institution's CEO with a copy of the final report. Please be sure to retain a copy of the final report for your college files.

10. The report must be submitted by March 31, 2017; however, if additional time is required to obtain specific data, please e-mail the ACCJC at accjc@accjc.org. If any changes are required after you have submitted the report, please call the Commission office at 415-506-0234.

11. If you have any questions about the form, please call or e-mail the ACCJC.

2017 Annual Report Questions

Report Information

1. Confirm Your Institution: "Start Survey"

2. Name of individual preparing report:

3. Phone number of person preparing report:

4. E-mail of person preparing report:

Headcount Enrollment Data

5. Total unduplicated headcount enrollment:

Fall 2016:	9,629
Fall 2015:	9,399
Fall 2014:	9,629

[Additional Instructions: Unduplicated headcount should be based on the credit and non-credit enrollments when the general enrollment period ends (may be referred to as first census date).]

6. Total unduplicated headcount enrollment in degree applicable credit courses:

Fall 2016:	9,388
Fall 2015:	8,331
Fall 2014:	9,305

7. Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements):

Fall 2016:	1,216
Fall 2015:	1,290
Fall 2014:	1,386

8. Number of programs which may be fully completed via distance education:

Fall 2016:	21
Fall 2015:	21
Fall 2014:	65

[Additional Instructions: This is the number of programs which the college intentionally offers fully online.]

9. Total unduplicated headcount enrollment in all types of Distance Education:

Fall 2016:	2,437
Fall 2015:	2,218
Fall 2014:	2,181

[Additional Instructions: Provide unduplicated enrollment numbers in distance education courses. Distance Education is defined as education that uses technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. Courses in which all the class hours are face to face, but some material is posted online, are NOT DE courses.

10. Do you offer Correspondence Education?   Yes / No

[If no, move to item #12]

11. Total unduplicated headcount enrollment in all types of Correspondence Education:

Fall 2016:	
Fall 2015:	
Fall 2014:	

[Additional Instructions: Provide unduplicated enrollment numbers in correspondence education courses. Correspondence education means education provided through one or more courses under which the institution provides instructional materials (print or other media), by mail or electronic transmission (including transmission via learning management system), including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced within a set period of time. Online courses or online portions of courses which primarily involve "paperwork" — such as reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments— will fall within the definition of correspondence education rather than distance education. If the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the USDE definition. See definition of distance education in question 11 above.]

Student Achievement Data

	2016	2015	2014
12. a. What is your Institution-set standard for successful student course completion?	71 %	71 %	69 %
b. Actual successful course completion rate:	72.2 %	71 %	69.3%

13. a. What is your Institution-set standard for degrees?

2016	2015	2014
650	600	500
735	559	535

b. Actual number degrees awarded:

OR

C. Insert percentage

14. a. What is your Institution-set standard for certificates?

2016	2015	2014
1,100	950	525

b. Actual number certificates awarded:

2016	2015	2014
1,112	961	774

15. a. What is your Institution-set standard for number of students who transfer to 4-year colleges/universities?

2015	2014	2013
550	550	550

b. Actual number of students who transferred to 4-year colleges/universities:

2015	2014	2013
555	491	528

16. Number of CTE certificates and degrees for which the institution has set a standard for licensure pass rates:

2016: 3
2015: 3
2014: 3

[Additional Instructions: Institutions are required to have institution-set standards for licensure passage rates in all applicable certificate and degree programs.]

17. Number of CTE certificates and degrees for which the institution has set a standard for graduate employment rates:

2016: 57
2015: 59
2014: 69

[Additional Instructions: Institutions are required to have institution-set standards for job placement rates (graduate employment rates) in all applicable certificate and degree programs.]

18. Examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:

Program	Exam state national other	Institution set standard (%)	2015 Pass Rate (%)	2014 Pass Rate (%)	2013 Pass Rate (%)

[Add Row]   [Delete Checked Row]

19. Job placement rates for students completing certificate programs and CTE (career-technical education) degrees:

Program	Institution set standard (%)	2015 Job Placement Rate (%)	2014 Job Placement Rate (%)	2013 Job Placement Rate (%)

[Add Row]   [Delete Checked Row]

Student Learning Outcomes and Assessment
Note: Colleges were expected to achieve the proficiency level of Student Learning Outcomes assessment by fall 2012. At this time, colleges are expected to be in full compliance with the Accreditation Standards related to student learning outcomes and assessment. All courses, programs, and student and learning support activities of the college are expected to have student learning outcomes defined, so that ongoing assessment and other requirements of Accreditation Standards are met across the institution. In completing the 2017 Annual Report, please refer to the revised Accreditation Standards adopted June 2014.

20. Courses   2016   2015   2014

   a. Total number of college courses:

   b. Number of college courses with ongoing
       assessment of learning outcomes:

21. Programs

	2016	2015	2014
a. Total number of college programs (all certificates and degrees, and other programs as defined by college):			
b. Number of college programs with ongoing assessment of learning outcomes:			

22.	Student Services and Learning Support	2016	2015	2014
a.	Total number of student services and learning support activities (as college has identified or grouped them for SSO/SAO implementation):			
b.	Number of student and learning support activities with ongoing assessment of learning outcomes:			

[Additional Instructions: The institution defines its student and learning support activities and how they may be grouped for assessment of learning outcomes. Definition and grouping of like student or learning support activities should be based upon a determination of how the assessment will best provide information to improve services for students. Learning support programs include, but are not limited to: tutoring, supplemental instruction, information literacy support, and/or any other student services and administrative units where outcomes to support student learning have been developed and assessed.]

23. Add open text box – as optional item. [Additional instructions: Please use this text box to provide any comments regarding the data submitted in this report.]

NOTE: The Annual Report must be certified as complete and accurate by the CEO. Once all the questions have been answered by the ALO, there will be an option to send an email notification to the CEO that the report is ready for certification. The CEO will be able to login and certify the answers.

Only the CEO may submit the final Annual Report.

End of Annual Report