CERTIFICATION OF CONTINUED COMPLIANCE WITH ELIGIBILITY REQUIREMENTS
Certification of Continued Compliance with Eligibility Requirements

1. Authority

The institution is authorized or licensed to operate as an education institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

As the first community college in California, Fresno City College's authority to operate as a degree-granting institution is the continuous accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), an institution accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. (ER.1: FCC 2010–12 Catalog inside cover, FCC website; ER.2: FCC 2010–12 Catalog Page 7).

2. Mission

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

The current mission statement may be found in the College catalog and the FCC website, posted on the Strategic Planning Council Blackboard site and the 2010–2012 Strategic Plan brochures. It was most recently revised by the Strategic Planning Council and then submitted to all College constituencies for recommendations and approval. The College mission statement, vision, and core values are appropriate to a degree-granting institution of higher education and were last revised on April 15, 2010. They are scheduled for review and possible revision every two years. The mission statement reflects life-long learning and achievement of student goals as the primary goals of the institution. (ER.3: SCCCD Website October 7, 2008 Board of Trustee Minutes; ER.4: SCCCD Website January 13, 2011 Board of Trustee Minutes).

3. Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program, its membership is sufficient in size and composition to fulfill all board responsibilities.

The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

The State Center Community College District (SCCCD) is governed by a seven-member board. Each board member is elected from a specific geographic area of the District. The board is an independent policy-making body that has ultimate responsibility for ensuring the fiscal integrity of the District and the quality and integrity of the educational programs and services it provides. Board members have no employment, family, ownership, or other personal financial interest in the District or its colleges and cen-
4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

The president of Fresno City College is appointed by the board after a nationwide search. The president has the ultimate responsibility for ensuring that the College complies with all board policies, and state and federal laws and regulations. The president’s chief responsibility is to Fresno City College, although he is expected to contribute to District wide and community endeavors. In July, 2008, Ned Doffoney resigned as president and Guy Lease was interim president during the fall 2008 term. Cynthia Azari then became president until she resigned in April 2011 at which time Tony Cantú, Vice President of Instruction, became the interim president through 2011–2012. (ER.8: FCC Website; ER.9: Board Policy 2430).

5. Administrative Capacity

The institution has sufficient staff with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

There are 25 administrators at Fresno City College. All administrators have the appropriate education preparation, experience, and training to support the College mission. (ER.10: Organizational Structure; ER.11: FCC Website).

6. Operational Status

The institution is operational, with students actively pursuing its degrees.

Fresno City College enrolls approximately 25,000 students per semester. Students are enrolled in a variety of courses that lead to transfer, two-year degrees, certificates of completion, certificates of achievement, and vocational programs. Approximately 1,300 students earn associate’s degrees each year and approximately 800 earn certificates. (ER.12: SCCCD Fact Book 2010–2011 page 8; ER.13: SCCCD Institutional Research Website; ER.14: Schedule of Classes).

7. Degrees

A substantial portion of the institution’s educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

Degree opportunities and transfer courses are clearly identified in the College catalog. Fresno City College offers over 2,200 course sections every semester, of which 89 percent are either degree- or transfer-level. Approximately 86 percent of students enroll in these courses. (ER.15: 2010–2012 Catalog pages 30–34, 96–190; ER.16: 2010–2012 Catalog pages 30–34; ER.17: 2010–2012 Catalog pages 191–198; ER.18: SCCCD Institutional Research Website).

8. Educational Programs

The institution’s principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient context and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Fresno City College’s educational programs are consistent with the College mission, are based on recognized fields of study, are of sufficient content and length, and maintain appropriate levels of quality and rigor for the degrees and programs offered. Programs are based on at least two years of coursework, and many of the programs have stated objectives in the College catalog. (ER.19: 2010–2012 Catalog pages 80–82; ER.20: 2010–2012 Catalog pages 96–344; ER.21: 2010–2012 Catalog page 94, FCC Website).
9. Academic Credit
The institution awards academic credits based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.


10. Student Learning and Achievement
The institution defines and publishes for each program the program’s expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they offered, achieved these outcomes.

Fresno City College defines and publishes course requirements for all degree and certificate programs in the College catalog. The College provides student matriculation services to assess student progress through such programs and to help ensure student achievement of program outcomes. Student retention rates, student success rates, degree and certificate completion rates, and job placement rates are used during program review to assess program effectiveness. (ER.25: 2010–2012 Catalog example from page 101; ER.26: FCC Program Review Committee Blackboard site; ER.27: FCC Institutional Research website transfer and licensure rates).

11. General Education
The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge.

General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for areas of study for general education.

The purpose of general education courses is stated in the College catalog. General education learning outcomes are designed to ensure the breadth of knowledge and to promote intellectual inquiry. All students pursuing a degree must demonstrate competence in writing, reading, oral communication, and mathematics; a familiarity with computer concepts and use; an understanding of national, state, and local government; and an awareness of lifetime physical and mental wellness. Students must also select courses in the natural sciences, social and behavioral sciences, the humanities, and language and rationality. The learning outcomes for these courses are described in the course outline of record. The quality and rigor of these courses are consistent with academic standards appropriate to higher education. (ER.28: 2010–2012 Catalog pages 197–344; ER.29: 2010–2012 Catalog page 34; ER.30: 2010–2012 Catalog pages 35–37).

12. Academic Freedom
The institution’s faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Fresno City College maintains an atmosphere of intellectual freedom and independence for both faculty and students. Board Policy 4030 on Academic Freedom affirms that “intellectual freedom is to be guarded as a basic right of all citizens in a free society” and that “this freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.” This climate of intellectual freedom is maintained faithfully throughout the College. (ER.31: Board Policy 4030).
13. Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution’s educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

In fall 2010, there were 323 full-time faculty and 548 part-time faculty employed at Fresno City College. The names, degrees, and year of employment of full-time faculty are listed in the College catalog. Information regarding part-time faculty is kept in the division offices and the District. Faculty duties and responsibilities are stated in the Faculty Handbook and in Administration Regulation 7122: Item number 4 refers to faculty responsibility for developing and reviewing curriculum and item number 13 refers to faculty responsibility for the assessment of student learning outcomes. (ER.32: 2010–2012 Catalog pages 346–354, Fall 2010 Part-time Roster Board of Trustee Minutes October 5, 2010, Spring 2011 Part-time Roster Board of Trustee Minutes March 1, 2011; ER.33: AR 7122; ER.34: FCC Website).

14. Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Fresno City College fosters a student learning environment by providing student services that focus on developing the interpersonal skills of the student. These services are delivered with the purpose of achieving student success.

The College provides student support services in the following areas: Admissions and Records, Assessment Center, Counseling, Disabled Students Programs and Services, Employment Resource Center, Educational Opportunity Programs and Services, Financial Aid and Scholarships, Health Services, International Students, Psychological Services, Student Activities and Clubs, Transfer and Career Center, Tutorial Center, and Veterans Office. (ER.35: FCC Demo-

15. Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

Fresno City College is a public community college with open access. The College’s admission policy is consistent with the College mission and specifies the qualifications of students appropriate for its programs. These policies are found in the College catalog, schedule of classes, and on the College website. Admission is open to any student who has received a high school diploma or its equivalent or to anyone who is at least eighteen years old. The College application is completed online through CCCApply. Students may register for any classes or programs offered provided they meet any prerequisites. (ER.39: Board Policy/Administrative Regulation 5010; ER.40: FCC Website online application; ER.41: 2010–2012 Catalog page 11).

16. Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and institutional programs in whatever format and wherever they are offered.

Fresno City College provides long-term access to information and learning resources and services to support its educational mission. The College’s library and student learning support services include the library, tutorial center, Writing and Reading Center, and two computer labs. The library’s collection includes books, periodicals, non-print media, and online databases. The library and its computer lab are open 54.5 hours per week during the semester. The Tutorial Center is open 39 hours per week and the tutorial computer lab is open 44 hours per week. The hours of all these locations have been reduced in graphic Trends; ER.36: FCC Blackboard Site Student Services Division Assessment Reports; ER.37: 2010–2012 Catalog pages 57–66; ER.38: 2010–2012 Catalog pages 59–60, 64–66).
the past year due to budget cuts. Additional computer labs at various locations around the campus are open for student and staff use throughout the semester under the administration of the division deans. In total, the College has approximately 2,800 computers being used by students, faculty, staff, and administrators. (ER.42: Profile of holdings; ER.43: Copies of agreements for access to external resources).

17. Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

The College undergoes external independent audits. The District creates tentative and final budgets as described in Standard III. Budget documents are provided to appropriate members of campus, community, to administrators, and the Board of Trustees. External, independent audits are performed annually with the auditor providing a report at an open Board of Trustees meeting. The most recent audit for the fiscal year ending June 30, 2010 is included as evidence in Standard IIID. The report provided the College/District with an “unqualified opinion.” (ER.44: See IIID.18 2009–2010 Financial Audit Report).

The College closely monitors federal grant monies. The Administrative Services Office as well as the District Business Office maintains financial records and oversight over all accounts for the College, including Financial Aid, grants, and externally funded programs. The majority of these records are accounted for in the District’s restricted and fiduciary funds, which are audited as part of the District’s restricted and fiduciary funds and audited as part of the District’s annual external audit described above. (ER.45: Categorical Programs; ER 44).

18. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the last submission of the application. The audit must be certified and any exceptions explained. It is recommended that the auditor employ as guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process.

The State Center Community College District is audited on an annual basis by an independent audit firm. The audit firm uses Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants, as a guide to its audit of the District. The audit meets the reporting requirements of the California Community Colleges Chancellor’s Office. At the end of the process, an exit interview with key personnel is conducted to review, explain, and make recommendations. All exceptions are noted and documented in a letter to management. The Board of Trustees reviews the audit findings, exceptions, letter to management, and any recommendations made by the contracted audit firm. The College will submit its two most recent audits to the Commission with this eligibility application. The College will provide a copy of the current budget and a certified copy of the current audited financial statement for onsite review by the visiting team. (ER.44; ER.46: See IIID.3 2010–2011 Final Budget; ER.47: 2009–2010 Financial Audit Report December 7, 2010 Board of Trustees Agenda, Financial Aid Department Program Review; ER.48: Loan default rate from the National Student Loan Data System).
19. Institutional Planning and Evaluation
The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes.

The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation.

The College has adopted a cyclical integrated planning model. Each year the Strategic Planning Council prioritizes College goals. Program review self-studies identify unit goals and strategies in order to integrate the College goals into the individual programs. A program’s self-study includes an evaluation of progress toward course and program student learning outcomes and assessments. Goals and strategies associated with a program review self-study may require an action plan for additional resources. The action plan may come through as part of the program review process or may be submitted at a later date if additional resources are needed. Action plans submitted at the time of the program review self-study are evaluated by the Program Review Committee. Action plans evaluated by the Program Review Committee are submitted to the Strategic Planning Council for distribution to the appropriate advisory committee for recommendation on the allocation of resources requested in the action plan. Recommendations from the advisory committees are then reviewed by the Strategic Planning Council for resource allocation. The Strategic Planning Council submits its final recommendation to the College president for final consideration. (ER.49: 2010–2012 Strategic Plan Brochure, Integrated planning website; ER.50: Integrated Planning Flowchart, Action Plan Handbook, Approved action plans; ER.51: Fall 2010 Environmental Scan, Outcomes and Assessment Year-End Report).

20. Public Information
The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

General Information
• Official Name, Address(es), Telephone Number(s), and Web Site
• Address of the Institution
• Educational Mission
• Course, Program, and Degree Offerings
• Academic Calendar and Program Length
• Academic Freedom Statement
• Available Student Financial Aid
• Available Learning Recourses
• Names and Degrees of Administrators and Faculty
• Names of Governing Board Members

Requirements
• Admissions
• Student Fees and Other Financial Obligations
• Degrees, Certificates, Graduation and Transfers

Major Policies Affecting Students
• Academic Regulations, including Academic Honesty
• Nondiscrimination
• Acceptance of Transfers Credits
• Grievance and Complaint Procedures
• Sexual Harassment
• Refund of Fees

Locations or Publications Where Other Policies may be Found
The College catalog provides the information required by the Commission. The mission of Fresno City College is clearly articulated in the College catalog as well as in the strategic plan. The College catalog and the schedule of classes provide the public with current information about degrees and curricular offerings, student fees, financial aid, refund policies, admission policies, and transfer requirements. The names and academic preparation of the faculty and administration are listed in the catalog. The names of board members, District administration, and
Fresno City College administration are listed. Much of this information is also included on the Fresno City College website and is available in alternate formats. (ER.52: 2010–2012 Catalog).

21. Relations with the Accrediting Commission

The institution must provide assurance that it adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution must comply with Commission requests directives, decisions and policies, and must make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.

The State Center Community College District Board of Trustees assures that the District’s colleges adhere to the eligibility requirements, the accreditation standards, and the policies of the Commission. Fresno City College describes itself in identical terms to all of its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The College complies with Commission requests, directives, decisions, and policies in a timely manner. It also makes complete, accurate, and honest disclosure to the Commission. (ER.53: Board Policy/Administrative Regulation 3200; ER.54: list of program accreditations; ER.1).
Evidence for Eligibility Requirements

ER.1 FCC 2010–12 Catalog inside cover, [FCC Website]
ER.2 FCC 2010–12 Catalog Page 7, [FCC Website]
ER.3 SCCCD Website October 7, 2008 BOT Minutes
ER.4 SCCCD Website January 13, 2011 BOT Minutes
ER.5 SCCCD Website, Board of Trustees
ER.6 Board Policy 2012
ER.7 Board Policy 2710
ER.8 [FCC Website: President’s Office]
ER.9 Board Policy 2430
ER.10 Organizational Structure
ER.11 FCC Website: Administrative Services, Office of Instruction, Student Services
ER.12 SCCCD Fact Book 2010–11, page 8
ER.13 SCCCD Institutional Research Website
ER.14 Schedule of Classes
ER.15 2010–12 Catalog Pages 30–34, 96–190
ER.16 2010–12 Catalog Pages 30–34
ER.17 2010–12 Catalog Pages 191–198
ER.18 SCCCD Institutional Research Website
ER.19 2010–12 Catalog Pages 80–82
ER.20 2010–12 Catalog Pages 96–344 (see ER.52)
ER.21 2010–12 Catalog Page 94: Education Programs; [FCC Website: Online Programs]
ER.22 2010–12 Catalog Pages 20–25 academic credit, Pages 35–49 (transfer)
ER.23 2010–12 Catalog Page 19
ER.24 2010–12 Catalog Pages 20–22
ER.25 2010–12 Catalog example from Page 101
ER.26 FCC Blackboard site (FCC Program Review Committee / Documents / Meeting documents)
ER.27 FCC IR Website Transfer rate; Licensure rate
ER.28 2010–12 Catalog Pages 197–344 (see ER.52)
ER.29 2010–12 Catalog Page 34
ER.30 2010–12 Catalog Pages 35–37
ER.31 Board Policy 4030
ER.32 2010–12 Catalog Pages 346–354 - full time roster; Fall 2010 Part-Time Roster Board of Trustee Minutes October 5, 2010; Spring 2011 Part-Time Roster Board of Trustee Minutes March 1, 2011
ER.33 Administrative Regulations 7122
ER.34 [FCC Website]
ER.35 FCC Demographic Trends
ER.36 FCC Blackboard Site Student Services Division Assessment Reports
ER.37 2010–12 Catalog Pages 57–66
ER.38 2010–12 Catalog Pages 59–60, 64–66
ER.39 Board Policy/Administrative Regulations 5010
ER.40 FCC Website Online application
ER.41 2010–2012 Catalog Page 11
ER.42 Profile of holdings and resources, including electronic resources
ER.43 Copies of agreements for access to external resources
ER.45 Spreadsheet of categorical programs
ER.46 See IIID.3 2010–2011 Final Budget
ER.47 2009–10 Financial Audit Report December 7, 2010 Board of Trustee Agenda; Financial Aid Department Self-Study Program Review Blackboard Site
ER.48 Loan default rate from the National Student Loan Data System
ER.49 2010–12 Strategic Plan Brochure;
Integrated Planning
ER.50 Integrated Planning Process Flowchart;
FCC Action Plan Handbook;
SPC Blackboard Site: Approved Action Plans
ER.51 FCC SPC Fall 2010 Environmental Scan;
Outcomes and Assessment Year-End Report
ER.52 FCC 2010–2012 Catalog
ER.53 Board Policy/Administrative Regulations 3200
ER.54 Child Development Center: National Association for the Education of Young Children (center website, catalog page 58);
Dental Hygiene: the American Dental Association Commission on Dental Accreditation (ADA-CODA) (Dental Hygiene Program Handbook page 2);
Food and Nutrition, Dietetic Service Supervisor Program: California State Department of Health Services, Licensing and Certification Division (catalog page 144);
Health Information Technology Program: Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA) (catalog page 147);
Human Services, Alcoholism and Drug Abuse Counseling: California Association for Alcohol/Drug Educators (CAADE) (catalog page 149);
Radiologic Technology Program: The Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.) (Program website);
Respiratory Care Program: Commission on Accreditation for Respiratory Care (CoARC) (program website; catalog page 180);
Surgical Technology: Commission on the Accreditation of Allied Health Education Programs (CAAHEP) (program website, catalog page 184)
Statement of Assurance

We certify that Fresno City College continues to comply with the eligibility requirements for accreditation established by the Western Association of Schools and Colleges.

Tony Cantú  
Interim President, Fresno City College

Ms. Dorothy Smith  
President, Board of Trustees  
State Center Community College District

Date

Date