



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Accreditation
Code	AP 3200
Status	New
Legal	Title 5 Section 51016 ACCJC Accreditation Eligibility Requirement 21 ACCJC Accreditation Standards I.C.12 and 13
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

De Anza College and Foothill College shall adhere to the standards and requirements identified by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC): a regionally, federally-recognized accrediting agency designated by the Board of Governors of the California Community Colleges. The District's College of Continuing Education program is accredited by the WASC Accrediting Commission for Schools.

The following guidelines apply to the District colleges' preparation of the comprehensive Self Evaluation of Educational Quality and Institutional Effectiveness Report (Self Evaluation Report) for reaffirmation of accreditation.

Under processes established by ACCJC, the colleges undergo a cycle of periodic evaluation through institutional self-evaluation and external peer review. ACCJC sets a seven-year cycle for evaluation and reaffirmation of accreditation. The review process includes four steps:

1. Internal evaluation
2. External evaluation
3. Commission review and accreditation action
4. Continuous institutional improvement

Each college president shall appoint an Accreditation Liaison Officer who is responsible for coordinating all necessary activities in preparation for the external evaluation by the visiting team and subsequent reports and visits. The college's Accreditation Liaison Officer, working with the President, will ensure that the Self-Evaluation process and all related reports are completed in a thorough and timely manner.

An Accreditation Steering Committee, in consultation with the Accreditation Liaison Officer, will establish a Self-Evaluation writing process and timeline that will include a broad representation of the college faculty, staff, and students.

The Chancellor shall appoint a district-wide Accreditation Liaison who is responsible for coordinating the districtwide activities for accreditation logistics, including compilation of districtwide information for the self-evaluation reports and coordinating the

external evaluation for all the institutions to ensure consistency and alignment in reporting districtwide processes.



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Institutional Planning
Code	AP 3250
Status	New
Legal	Title 5 Sections 56270 et seq. Title 5 Section 55510 Title 5 Section 55190 Title 5 Section 55080 Title 5 Section 54220 Title 5 Sections 53003 Title 5 Section 51027 Title 5 Section 51010 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 Title 5 Section 51008
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

Each college president shall appoint an administrator who is responsible for the timely and accurate completion of required planning documents that include, but are not limited to:

- Educational Master Plan
- Facilities Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Extended Opportunity Program and Services Plan

The Colleges will engage faculty, students, classified professionals, administrators, and relevant external stakeholders in developing plans as guided and/or required by:

California Community Colleges Vision for Success
District and College missions

Foothill-De Anza Board of Trustees Priorities

Accreditation bodies

Legislation

The Colleges will document their processes for:

Curriculum development and approval

Approval of general education status

Approval of baccalaureate degree programs

Approval of associate degree programs

Communication and collaboration between the Colleges

Documentation shall include the positions responsible for accomplishing essential tasks and the timeline by which they must be completed within a typical cycle.



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Philosophy and Criteria for Bachelor Degree, Associate Degree and General Education
Code	AP 4025
Status	New
Legal	Title 5 Section 55061 ACCJC Accreditation Standard II.A
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

With primary reliance on Academic Senate leadership, the Colleges will engage students, classified professionals, administrators, and relevant external stakeholders in articulating their philosophy of education and criteria for degrees and general education as guided and/or required by:

California Community Colleges Vision for Success
District and College missions
Foothill-De Anza Board of Trustees Priorities
Accreditation bodies
Legislation

The Colleges will document their processes for:

Curriculum development and approval
Approval of general education status
Approval of baccalaureate degree programs
Approval of associate degree programs
Communication and collaboration between the Colleges

Documentation shall include the positions responsible for accomplishing essential tasks and the timeline by which they must be completed within a typical cycle.



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Career and Technical Education Programs
Code	AP 4102
Status	New
Legal	2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition) ACCJC Accreditation Standard II.A.14 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended) Title 5 Sections 55600 et seq.
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

The Colleges will establish systems and procedures that support student success, curriculum, career pathways, Career Technical Education (CTE) faculty, and regional coordination:

Student Success

1. Broaden and enhance career exploration and planning, work-based learning opportunities, and other supports for students.

Curriculum

2. Utilize program review, evaluation, and revision processes to ensure program relevancy to both students and business/industry as reflected in labor market data. Develop, identify, and disseminate effective CTE practices.
3. Clarify practices and address issues of course repetition for Career Technical Education (CTE) courses when course content evolves to meet changes in skill requirements.

Career Pathways

4. Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market.

Career Technical Education (CTE) Faculty

5. Enhance professional development opportunities for CTE faculty to maintain industry and program relevancy.
6. Explore solutions to attract industry professionals in high-salaried occupations to become CTE faculty in community colleges.

Regional Coordination

7. Cultivate robust connections between community colleges, business and industry representatives, labor and other regional workforce development partners to align college programs with regional and industry needs and provide support for CTE programs.
8. Outreach to industry and the community-at-large to promote career development and attainment and the value of career technical education.



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Counseling
Code	AP 5110
Status	New
Legal	ACCJC Accreditation Standard II.C.5 Education Code Sections 72620 and 72621 Title 5 Section 51018
Origin	Legally advised - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally advised.)

The provision of counseling services is an integral component of the District's commitment to student success and completion of their educational goals. Counseling services are provided within the ethical guidelines of the profession and in concurrence with the District's Mission Statement.

SERVICES PROVIDED:

The counseling services available in the District include at least the following:

- a. Academic counseling, in which the student is assisted in assessing, planning, monitoring and implementing his/her immediate and long-range academic goals;
- b. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment opportunities;
- c. Personal counseling, including crisis intervention, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education; Continuing Education students will be referred to appropriate community agencies for personal family or other social concerns.
- d. Group counseling and workshop facilitation to assist students with orientation, registration, selection of academic program, transferring, and accessing campus resources.
- e. Dedicated counseling and support to specialized student populations, including but not limited to the following students: AB 540, athletes, First-Year Experience (FYE), international, concurrent high school partnerships, PUENTE, UMOJA and veterans.
- f. Referring students to on-campus, off-campus and online services or resources which support students in achieving their educational goals, including but not limited to career assessment and job placement services, disability services, financial aid, honors, health services, testing, transfer services and tutoring.

CONFIDENTIALITY OF COUNSELING INFORMATION:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.