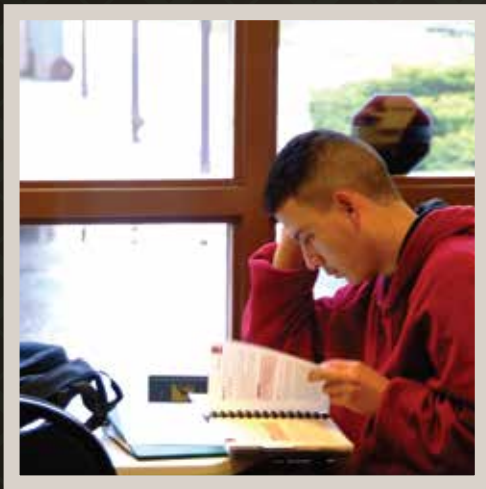

Certification of Continued Compliance with Commission Policies



Students First is more than a slogan at Las Positas College. Our faculty and staff serve nearly 8,500 students that are seeking to transfer to a four-year institution, earn certification in career education, or develop skills that lead to additional educational opportunities.

Policy on Distance Education and on Correspondence Education

The evidence and evaluation in standards II.A and II.B of this self-evaluation demonstrate that Las Positas College is in compliance with the policy on Distance and Correspondence Education. Distance Education is instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Distance Education supports the College's mission by providing educational access to a diverse student body, including students unable to attend on-campus classes, through a variety of instructional methods as students seek certificates, degrees, transfer, and improvement of basic skills.

Through its ongoing responsiveness to student needs, the College has steadily increased distance education offerings since their inception in 1999. Initially, offerings were a small component of instructional modes of delivery, but the College offered as many as 92 online sections of 69 different courses in fall 2014. In some programs, students may complete their certificates or degrees by taking 50 percent or more of the required courses online. These programs include those leading to degrees in humanities, psychology, and sociology, as well as those with certificates in marketing, retailing, and project management. In May 2013, the ACCJC approved the College's latest Substantive Change Proposal for the addition of courses that constitute 50 percent or more of a program offered through a mode of distance or electronic delivery. Previous approvals were granted in 2007 and 2010. The College regularly monitors its degrees and certificates to ensure programs approaching the 50 percent mark are evaluated for substantive change.

All courses conducted through Distance Education include regular effective contact between an instructor and students, using techniques and tools such as feedback on assignment submissions, discussion boards, blogs, journals, wikis, chat, email, and various forms of social media. Regular effective contact is an academic and professional matter pursuant to sections of California's Education Code (55204 Chancellor's Office, California Community Colleges). The College's Regular Effective Contact Guidelines were approved by the Academic Senate in 2012. All proposals for new Distance Education courses must include examples of regular, effective contact and must be approved by the Curriculum Committee.

The Distance Education Committee has led the efforts to establish Distance Education outcomes, a Blackboard Privacy Statement, Best Practices in Online Courses guidelines, course evaluation processes, academic honesty provisions, and a Board policy on Distance Education.

The Board policy's administrative procedures outline the College's efforts on student authentication. This authentication is effected through the secure Blackboard login process. Each student is assigned a randomly generated user identification number that is used to log into Blackboard. Students enter their passwords, which are encrypted by Blackboard, and the system is further enhanced by the District's addition of SSL security to the login page. This, along with information that details the protection of student privacy, is explained to students in the College's Blackboard Privacy Statement. As a secondary measure, students are identified by the default email addresses in Blackboard that are given to them by the District. Each email address is formatted based on the student's name.

Certification of Continued Compliance with Commission Policies

Policy on Institutional Compliance with Title IV

Recognizing the financial obligations of the College and the various economic realities of its diverse student population, the Financial Aid Office provides comprehensive information and access to an array of federal (Title IV) and state student financial aid programs, and it maintains compliance with all Title IV regulations.

Las Positas College's most recent (2010) 3-year cohort default rate is 13.8 percent. Because this default rate is considered acceptably low, the College is not required to provide a default reduction plan.

Financial aid information is provided in person, through the College website, by phone, and by email. The College also provides financial aid outreach events in the community and on campus. Information about student financial aid accounts is available continuously through the 'Zone' and 'Class Web,' two self-service websites linked to the Banner software. Additionally, self-help videos, entrance and exit loan counseling, and other orientation information are available to students via online Financial Aid TV. Title IV student eligibility requirements and refund policies are stated in the College Catalog, and summaries of this information are included in the class schedule.

Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status

The evaluation presented under Standard II.B of this self-evaluation demonstrates that Las Positas College complies with the institutional policies on advertising, student recruitment, and representation of accredited status.

Policy on Institutional Advertising

The official name, address, telephone numbers, and website of Las Positas College are in the 2014 - 2016 Las Positas College Catalog back cover, and they are listed on the home page of the Las Positas College website. The mission, vision, values, and institutional strategic goals statements are in the Catalog on page 4 and on the President's Page on the College website. The academic calendar with all pertinent deadlines is in the Catalog on page ii; the College's accredited status is on page 6; the College entrance requirements are found on page 7; all fees and expenses are explained on page 13; financial aid requirements and policies are on page 15; and the institution's refund policy is on page 14. All of this information is also available on the Las Positas College website.

The academic, career, and certificate programs at Las Positas College are described in the College Catalog from page 59, and they can be found under Academics on the Las Positas College website. A chart identifying all Associate of Arts degrees, Associate of Science degrees, Associate of Arts - Transfer, Associate of Science - Transfer, and certificates is located on pages 55 - 56. Licensure eligibility and requirements are identified in respective program descriptions; Graduation and transfer requirements are listed on page 47 and are on the College website.

Certification of Continued Compliance with Commission Policies

A list of College administrators and the Board of Trustees can be found on page 2 of the Catalog, and academic faculty and their credentials are listed from page 192. A complete directory of administrators, managers, faculty members and their credentials, and classified staff can be found on the College website. Information on the Board of Trustees is available on the Chabot-Las Positas Community College District website.

Information about the College Student Code of Conduct is provided on page 31 of the Catalog, academic freedom and academic honesty are described on page 32, grade grievances are addressed page 30, and counseling services that include campus resources, instruction, matriculation, outreach, re-entry, transfers, and the petitioning process begins on page 22. Information for international students is on page 7 of the Catalog, information for disabled students is on pages 26 - 27, and veterans' educational benefits are described from page 19. The College non-discrimination policy and diversity statement are on page 34. All of this information is also available on the Las Positas College website.

The facilities use information for the College is available on the College website on the Facilities Use page. Information about library services, bookstore hours, the College newspaper, food services, the job center, the Associated Students of Las Positas College (ASLPC), and student clubs can also be found on the Las Positas College website and in various printed materials distributed through College programs and offices.

Policy on Institutional Student Recruitment

As described in Standard II.B of the self-evaluation, admissions officers work in specified jobs with descriptions and practices that are in compliance with policies, and admission and recruitment activities for students and prospective students are also in compliance. College information and publications available through the Las Positas College website are accurate and faithful representations of information detailed in the policy.

Policy on Institutional Representation of Accredited Status

The College's accredited status is accurately represented on the College website and other College publications. The College Council created an Accreditation Committee team, to provide a forum for coordinating the College's efforts in achieving and maintaining compliance with Accrediting Commission for Community and Junior Colleges (ACCJC) standards. The Accreditation Committee is chaired by the Accreditation Liaison Officer and reports to the College Council. Information about the College's accreditation status can be found on page 6 of the 2014 – 2016 Las Positas College Catalog and on the College website.

Certification of Continued Compliance with Commission Policies

Policy on Institutional Degrees and Credits

By authorization of the Board of Governors of the California Community Colleges, Las Positas College confers the Associate of Arts degree on students who complete 60 units with a grade of “C” or better in prescribed courses. Las Positas College also grants the degree of Associate in Science only for the majors listed in Associates in Science Degree requirements section in the Las Positas College Catalog. The College awards the Certificate of Achievement to students who successfully complete the required courses of a certificate program with a minimum of 18 units. Las Positas College also grants the certificates (less than 18 units) to students who complete a specially designed or intensive learning activity.

The Curriculum Committee ensures that required credit hours meet the federal definition and requirements. The Curriculum Committee also approves, revises, and suspends or retires programs and courses. It also recommends changes in degree, certificate, and general education (GE) requirements for the Associate in Arts, the Associate in Science, the Associate of Arts – Transfer, and the Associate of Science – Transfer degrees. The Curriculum Committee must also approve new online courses. In addition, the Curriculum Committee reviews noncredit courses for compliance with state guidelines.

The integrity of instructional programs and courses is maintained by faculty participation in the Curriculum Committee; in the program review process, which requires programs to exhibit support of the College mission; and in the development and assessment of student learning outcomes (SLOs). The Curriculum Committee Chair, the Program Review Coordinator, and the Student Learning Outcomes Coordinator are all endorsed by the Academic Senate and work closely with the Senate to maintain the integrity of instructional programs and courses.

The program review process requires the evaluation of all College programs on an annual cycle with a comprehensive review every three years. Recommendations for program improvement are sent to the division dean and the Program Review Coordinator. The College has established an infrastructure to systematically review and evaluate the appropriateness and quality of its offerings. Program review is fully integrated into the College’s planning and budget process.

Policy on Institutional Integrity and Ethics

The College provides information regarding its compliance with commission policies in a clear, accurate, and current fashion through its reports to accrediting agencies and cooperation with evaluation visits.

Internally, the College upholds its integrity and ethical standards for its students and staff through published guidelines for conduct and clearly outlined grievance procedures. The student code of conduct and due process procedures are outlined on pages 31 through 33 of the College Catalog.

Certification of Continued Compliance with Commission Policies

Las Positas College has policies that ensure integrity in the hiring processes as outlined in District Board policies 4110, 4210, 4312, 4410. In addition, each professional category (administrators, faculty, and classified) has developed a code of ethics that meet each constituency group's specific needs.

Using faculty contract language, the Faculty Association drafted an ethics code which was subsequently approved by the Academic Senate. In spring 2012, the Faculty Association revised the language for a faculty ethics code to reflect changes in the current contract language; the Academic Senate approved and adopted the proposed faculty code of ethics. The policies are outlined in the full and part-time faculty handbooks in the Faculty Academic Integrity section.

The Classified Senate took the lead on the development of the Classified Ethics Code. The process was inclusive, and changes were adapted to meet the concerns/corrections given to the Classified Senate by the LPC classified staff. The Classified Senate approved the Classified Ethics Code.

The administrators' ethics code is reviewed every two years, most recently in fall 2014.

The District Board of Trustees' code of ethics is outlined in Board Policy 2715. Furthermore, Administrative Procedure 2710 outlines the procedures for addressing a circumstance of Board member conflict of interest.

A whistle-blower policy has been reviewed by the Board and is currently proposed as Board and Administrative Policy 7700. The processes for investigation of complaints are outlined in the relevant employee contracts, Board policy, and on the requisite employee notification forms. [26](#), [27](#)

The process for resolving violations, the appeal process, and information regarding student rights are stated in the Las Positas College Catalog, the Faculty Employee Handbook, and Classified Staff Handbook.

Policy on Contractual Relationships with Non-Regionally Accredited Organizations

Although Las Positas College contracts with more than 100 different organizations to deliver quality internship and clinical experiences to students, the College provides the curriculum and instructors. Therefore, Las Positas College does not have any contractual relationships with non-regionally accredited organizations.

[26 Employee Notification Summary Form](#)

[27 Notification Procedure for Faculty Investigations](#)