

Addendum

March 30, 2016

Dear ACCJC Commissioners:

In response to this year's [ACCJC Annual and Fiscal Reports](#), Mt. San Antonio College (Mt. SAC) is providing this addendum to provide context about its ongoing efforts. If you have questions, please contact Dr. Irene Malmgren, Vice President of Instruction and ALO, imalmgren@mtsac.edu, 909-274-5414 or Barbara McNeice-Stallard, Direct of Research and Institutional Effectiveness, bmcneice-stallard@mtsac.edu, 909-274-4109.

2016 ACCJC Annual Report: Mt. San Antonio College

Licensure Pass Rates

In response to a request from the ALO for Licensure Pass Rate information for the Business Division, the College received the following:

Business Division: The only license test program that is in our Business Division is the Real Estate program that has a state license test. Unfortunately, the California State Board of Realtors does not provide pass rates even per College. We cannot find our pass rate. It is the intention of the Board of Realtors to start giving pass rates in the future. We know what the state average pass rate is, and we hope to exceed it.

Job Placement Rate

In response to the letter from ACCJC, the ALO asked for a re-examination of the job placement rate data collection and analysis as well as the Institution-set Standard, the College did the following:

- Each Division used a process to engage faculty in discussion about the ISS, its importance, and the need to set an ISS for each program. Based on this work, Mt. SAC updated its ISS for all programs. This approach allowed for a more authentic approach to setting ISS. However, the continued discussion concerned the job placement information for the College's graduates. The approach used was an internal survey and the response rate was low. For programs with few graduates, it was difficult to make ISS decisions with a small number of graduates and based then on a small number of respondents.
- Based on discussions with ACCJC, the College re-calculated its ISS using the number of respondents and not the number of graduates per program as the denominator. As such, it is very important to note that this denominator was used to calculate the job placement rates. According to conversations with ACCJC, this calculation is more aligned with what other Colleges are doing.
- Another change was that the College decided to use an outside vendor to conduct an Alumni and Leavers survey. It is a state-wide survey, CTEOS, that provides data to the Colleges in June of each year. As such, this data will always be behind by one-year in its reporting. ACCJC said that was acceptable if noted. In order to demonstrate the College's commitment to this Annual

Report, it re-stated last year's data with both the new job placement rates as well as the revised ISS.

- ISS was provided for those programs with identified job placement rates

Below are some examples of the processes Divisions used to guide these conversations.

Tech & Health Division:

For all entries the following was used in the decision making for creating the ISS:

- Anecdotal evidence from completers and students who "job out" before completing degree/certificate. Improvements to Launchboard Program Snapshot tool should improve ability to track students who leave programs before obtaining degree/certificate.
- It was noted that in several traditional programs, students prepare for direct employment after graduation while in others, such as electronics technology, students prepare either for initial employment or for transfer to CSU programs (approximately of electronics students transfer to Cal Poly).

For Health programs, there are accreditation requirements for placement rate, so those were used.

Public Safety (Fire and ADJU) have low employment rates due to the need for students to have both (1) good financial credit reports and (2) clear background checks. Students can graduate from the program without having the aforementioned.

Business Division:

In order to create the ISS, various factors were considered by the departments:

1. Mt. SAC Alumni survey data presented
2. Review of various web sites with job announcements and requirements in the fields
3. Advisory Board input
4. LMI information from our COE
5. EDD and Labor Statistics reflecting projected growth

Given the continued need for better data from Mt. SAC's graduates, will ACCJC be able to advocate for the use of government data nationally for this metric? Students who do not respond to the College's surveys and/or are self-employed are never captured in the currently available data sources.

Outcomes Assessment

In response to a request from the ALO to re-evaluate the College's central repository for outcomes assessment and the outcomes work being completed, the College learned the following:

- The College's central repository, TracDat, contained much of the outcomes work of the College, but not all of it; much of the assessment is being done, but not recorded systematically as was previously thought. The College has been working for months on moving to the newest version of TracDat and is in the process of converting to TracDat 5 on April 1, 2016. The College will have the latest outcomes information recorded in its central repository no later than June 30, 2016
- The College's ongoing outcomes assessment for courses and programs is not at 100% due to the following reasons:
 - Newly created courses/programs

- Courses were not recently offered, or offered but cancelled due to low enrollment
 - Independent Study courses have minimal enrollment
 - New courses/programs' assessments were completed but actions were not yet taken on how to use the results
- The College initiated a process to ensure the remaining programs are mapped to Institutional Level Outcomes (ILOs).

Certificate ISS

Mt. San Antonio College's Institution-set Standards were submitted to ACCJC via the 2015 Annual Report. When reviewing the information submitted as part of California's Institutional Effectiveness Partnership Initiative (IEPI), it became clear that the College had provided the duplicated and not unduplicated credit certificate information for #15a and 15c per ACCJC's requirements. As such, these measures were adjusted in this new report.

2016 ACCJC Fiscal Report: Mt. San Antonio College

The ACCJC has developed a Composite Financial Index (CFI) to assess institutional finances. The factors used in the CFI include the Primary Reserve Ratio, Net Operating Revenue Ratio, Salary and Benefit percentages, enrollment changes, default rates on Federal Student Loans, audit reports, and other financial information. Based on the analysis, colleges are assigned one of the three levels of financial risk. Colleges in the Category N (Normal) are not subject to additional monitoring. Colleges in Category M (Enhanced monitoring) will have enhanced monitoring of their financial condition in the current and subsequent reporting years to assess whether financial conditions improve or deteriorate. Colleges assigned as Category R (Referred) undergo a more comprehensive analysis of their financial condition by the ACCJC's Financial Reviewers. The Commission will take action upon a finding of severe risk.

As a result of the 2015 Annual Financial Report analysis, the ACCJC determined that Mt. San Antonio College (Mt. SAC) Unrestricted General Fund Expenditure data was reported in error. On July 2, 2015, due to this error, Mt. San Antonio College was identified as Category M (Enhanced monitoring). Mt. SAC immediately contacted the ACCJC Financial Reviewer. On August 19, 2015, after a productive conference call and submission of the corrected data, Mt. SAC was reassigned from Category M (Enhanced monitoring) to Category N (Normal). This reassignment resulted in Mt. SAC not being subject to additional monitoring for the 2015 Annual Financial Report.