**6.18.14**

| **Standard** | 1. **Do we meet the Standard?**
 | 1. **Evidence**

**(Based on What Data?** | 1. **Gaps**

**(What’s Missing/ Next Steps)** |
| --- | --- | --- | --- |
| **Yes** | **No** | **Description** | **Systematically Collected?** |
| **Highly Effective** | **Effective** | **Somewhat Effective** | **Ineffective** | **Yes** | **No** |
| **Standard I: Mission, Academic Quality, Institutional Effectiveness and Integrity** |
| I.A.3. - EveryoneThe mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement. |  |  |  |  |  |  |  |  |
| I.B.4. - EveryoneThe institution uses assessment data, organizes its institutional processes and allocates and reallocates resources to support student learning and student achievement.  |  |  |  |  |  |  |  |  |
| I.B.6. – Audrey & IreneThe Institution disaggregates and analyzes outcomes for subpopulations of students important to its mission. When the institution identifies performance gaps, it implements strategies, which may include human and fiscal resources, to mitigate those gaps and evaluates the efficacy of those strategies. |  |  |  |  |  |  |  |  |
| I.B.7. - EveryoneThe institution regularly evaluates its policies and practices in educational pro­ grams and student and learning support services, resource management, and governance to assure their effectiveness in supporting academic quality and accomplishment of mission.  |  |  |  |  |  |  |  |  |
| I.B.8. – Lance, Martin, EveryoneThe institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource al­ location that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.  |  |  |  |  |  |  |  |  |
| **Standard III: Resources** |
| III.D.1. - Everyone Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. CW IIID lntro |  |  |  |  |  |  |  |  |
| III.D.2. - EveryoneThe institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner. CW IIID1, IIID1a, IIID2c |  |  |  |  |  |  |  |  |
| III.D.3. - EveryoneThe institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. CW IIID1d |  |  |  |  |  |  |  |  |
| III.D.6. - Richard, Mike, Gary Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services. CW IIID2a |  |  |  |  |  |  |  |  |
| III.D.7. - Richard, Mike, Gary - Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately. CW IIID2b |  |  |  |  |  |  |  |  |
| III.D.8- Richard, Mike, Gary. - The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for improvement. CW IIID2e |  |  |  |  |  |  |  |  |
| III.D.9. - Richard, Mike, Gary - The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences. CW IIID3a |  |  |  |  |  |  |  |  |
| III.D.10. - Richard, Mike, GaryThe institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets. CW IIID3b |  |  |  |  |  |  |  |  |
| III.D.11. - Richard, Mike, GaryThe level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations. CW IIID1c |  |  |  |  |  |  |  |  |
| III.D.12. - Richard, Mike, GaryThe institution plans for and allocates appropriate resources for the payment of liabilities and future obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations. The actuarial plan to determine Other Post-Employment Benefits (OPEB) is current and prepared as required by appropriate accounting standards. CW IIID3c, d |  |  |  |  |  |  |  |  |
| III.D.13. - Richard, Mike, GaryOn an annual basis, the institution assesses and allocates resources for the repayment of any locally incurred debt instruments that can affect the financial condition of the institution. CW IIID3e |  |  |  |  |  |  |  |  |
| III.D.14. - Richard, Mike, GaryAll financial resources, including short- and long-term debt instruments (such as bonds and Certificates of Participation), auxiliary activities, fund ­ raising efforts, and grants, are used with integrity in a manner consistent with the intended purpose of the funding source. CW IIID2d |  |  |  |  |  |  |  |  |
| III.D.15. - Richard, Mike, GaryThe institution monitors and manages student loan default rates, revenue streams, and assets to ensure compliance with federal requirements, including Title IV of the Higher Education Act, and comes into compliance when the federal government identifies deficiencies. CW IIID3f |  |  |  |  |  |  |  |  |
| III.D.16. – Gary, Audrey, Irene, RosaContractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of it programs, services, and operations. CW IllD3g |  |  |  |  |  |  |  |  |
| **Standard IV: Leadership and Governance** |
| IV.A.2. – Faculty MembersThe institution establishes and implements written policy authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for consideration of student views and judgments in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees. CW IVA2 |  |  |  |  |  |  |  |  |
| IV.A.3. – Faculty MembersAdministrators and faculty have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.CW IVA2a |  |  |  |  |  |  |  |  |

File location: Dropbox\ACCJC 2016\Gap Analysis\Gap Analysis\Committee Templates – Budget Committee