

DRAFT

Glendale Community College
2010 ACCREDITATION ACTION LETTER RECOMMENDATIONS

Recommendation 3: The team recommends that the college ensure that all major policies affecting students are published in an accessible manner in such publications as the catalog, including the Academic Freedom Policy, transfer of credit and the process for sexual harassment complaints (Standard IIB.2).

Resolution: On August 23, the Institutional Planning Coordination Committee (IPCC) assigned Recommendation #3 to Student Services to work with the appropriate governance committees. On August 25, Dr. Ricardo Perez met with Dr. Paul Schlossman, chair of the Marketing Committee, to make the corrections. On September 9, Dr. Schlossman met with the Marketing Committee to plan the necessary changes in the catalog, future class schedules, and the Web.

Currently, the Marketing Committee does not oversee the contents of the college website. Wendy Grove was supposed to be given responsibility for the content on the home page, but that authority has not yet been officially finalized through the Web Oversight Committee. Dr. Ricardo Perez will work with Arnel Pascua to have this item on the Web Oversight Committee's agenda.

Searching through the links for "original/old" and new policies and regulations are confusing and inaccessible. The best approach is to merge original and updated versions on one link.

Analysis: On September 9, the Marketing Committee made the following decisions:

- Catalog—Place policies on the Web for the 2010-11 Catalog, and include policies in future college catalogs.
- Class Schedules—Include policies in the Winter and Spring 2010 Class Schedules.
- Home Page—Assign responsible person for the content of the Home Page via the Web Oversight Committee.
- Board Policies—Merge both old and new Board policies on the Web.

Additional Plans: The Marketing Committee will work with the dean of Admissions and Records to ensure all policies are included in the catalog, class schedules and the Web. The Marketing Committee will have a checklist of policies to review each year before a publication goes to print.

Since there are policies and regulations that have not yet been amended or renumbered, they will be listed with the "new" board policies and regulations since they are still in use.

Evidence:

- The Marketing Committee's annual checklist of printed and on-line policies;
- Minutes from the following committees: IPCC, Marketing, and Web Oversight; and,
- One accessible link to all board policies and regulations.