SUBSTANTIVE CHANGE PROPOSAL
Solano Community College Auto Technology Program

IDENTIFIED CHANGE:

Establishing an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program

SUBMITTED:

April 11, 2014

RESPONSIBLE PREPARERS:

Superintendent President Jowel C. Laguerre, Ph.D.
Accreditation Coordinator Annette Dambrosio, Ed.D.

TABLE OF CONTENTS

SUBSTANTIVE CHANGE PROPOSAL

LINK TO SCC CATALOG

Introduction:

About Solano Community College

Solano Community College (SCC) was established in 1945 as Vallejo Junior College. At that time, the College was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff, and services have expanded to meet the growing needs of a growing county.

Solano Community College is part of California's public community college system of 112 campuses in 72 districts across the state. The College's service area encompasses the Solano County communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo, Travis Air Force Base, and the Yolo County of community of Winters. Many graduates of the area's 16 public and three private high schools take advantage of the educational opportunities offered by Solano Community College. Solano's classes are held during two semesters each year (spring and fall) and summer sessions. Flexible scheduling, designed for students' convenience, includes day, evening, and Saturday classes, held on and off the campus, online, and travel study. Short-term and open-entry/open-exit classes, and special interest workshops add to this scheduling flexibility.

With the current semester student population of 9,794 students, generating approximately 27,163 duplicate headcounts, i.e., students enrolling in multiple courses, Solano Community College offers academic study and occupational training to all students. The addition of the Auto Technology program will expand and enhance current program offerings and offer additional opportunities for workforce training.

A. Description of the Proposed Change to Solano Community College's Auto Technology Program

1. **Proposed Change:** The Solano Community College District (SCCD) Auto Technology Program was originally located at the Main Campus in Fairfield. Prior to the College's 2006 Measure G Bond (a locally funded Capital Improvement Bond) remodel of the 1800 building in which this program was housed, the only faculty member (full time) for the program retired leaving the program in hiatus.

    The remodeled space once dedicated to Auto Technology was converted to lecture classrooms, so to resume the original program required an additional and appropriately equipped classroom and shop. In 2013, the Auto Technology Program was started again at Armijo High School, 824 Washington Street, Fairfield, California, but it was quickly established that the location was not sufficient for program growth and had insufficient potential for equipment expansion (Appendix A: Governing Board Agenda Item 07-17-13 SCCD-Armijo High; Appendix B: Interagency Agreement: Auto Tech Program SCC-Armijo, 2013). The SCCD decided then to research alternative facilities and by the

beginning of Spring 2014, the College made arrangements to lease a former Automotive Dealership facility on 1301 Georgia Street in Vallejo, California, to temporarily house the Auto Technology Program, while a new state-of-the-art building is designed and constructed. The former Automotive Dealership is located only four miles from SCC's Vallejo Center and near Vallejo's extensive Auto Row dealerships. The 16,000 square-foot facility was opened in Spring 2014 with five work stations (bays) for the students to engage in hands-on work, in addition to the classroom lecture component. By the end of Summer 2014, the facility will house a total of eleven bays which will provide for program expansion. Each bay will have vehicle lifts and its own tools and equipment.

2. **Relationship to College Mission:** Auto Technology is a Career and Technical Education program that clearly pertains to our mission: *Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.* A primary goal of the Auto Technology Program is to provide workforce development and training which is a central element of our mission statement. Students will have the option of earning an Associate degree in Auto Technology and/or a variety of Auto Technology Certificates.

3. **Rationale for Change:** There are two major changes in the Auto Technology Program: 1.) A change from an older physical location to a newly refurbished location, and, 2.) A change from an older curriculum to a newly revised curriculum.

   In order to fully reestablish the Auto Technology Program at Solano Community College, a labor market analysis showed that it was necessary to redesign the curriculum to attract students to enroll in the program and to deliver a quality program. It was established that full training in traditional auto technology, as well as training in accordance with emerging trends in the field, to include green technology, was needed to competently reintroduce SCC's Auto Technology Program (Appendix C: U.S. Bureau of Labor Market; CA.Gov Employment Development Department Occupation Profile: Automotive Service Technicians and Mechanics; Appendix D: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics)

B. Description of the Program to be Offered if the Substantive Change involves a New Educational Program, or Change in Delivery Mode.

1. **The educational purposes of the change are clear and appropriate:**

   The Auto Technology Program is not a new program, but an existing SCCD Program that has been redesigned. As stated above, changes have been made to the curriculum to meet

2

new Industry standards and, to date, all courses have been approved by the SCC Curriculum Committee and Governing Board (Appendix E: Governing Board Agenda 02-19-14; Appendix F: Governing Board Meeting Minutes 02-19-14; Appendix G: Governing Board Meeting Attachments 02-19-14) and are awaiting final approval from the California Community College Chancellor's Office (4 of 5 courses have received Chancellor's Office approval as of this writing). It is possible that the full time faculty member who has redesigned the curriculum might seek to amend the Auto Technology Program in the next academic year, however, students can currently earn a degree and/or certificate(s) under the existing program.

The proposed program meets Eligibility Requirements, Accreditation Standards and Commission policies related to student learning programs and services and resources.

See the following narrative below:

C. Description of the planning process which led to the request for change, including:

1. **Substantive change relationship to the institution's planning, evaluation and stated mission.**

   Planning - The redevelopment of the Automotive Technology Program and its relocation to Vallejo was initially planned by the Dean of Applied Technology and Business, the Executive Vice President of Academic Affairs and Student Services (now Interim Vice President of Academic Affairs), along with the Solano County Office of Education, as is evidenced in the College's Master Plan (Appendix H: SCC Educational Master Plan and Appendix I: SCC Facility Master Plan excerpt). The initial plans were to locate this program in one of the county high schools as stated previously, although SCCD determined that the spaces available were insufficient to meet the needs of the program. The current facility, which the College has leased for a period of three years, has been upgraded and remodeled for both the classroom and lab spaces and is in keeping with the Institution's Integrated Plan.

   Mission – The SCCD mission specifically calls for providing Career and Technical Education programs and the Automotive Technology Program is one such program.

   Evaluation – Spring 2014 is only the second semester of the redeveloped Auto Technology Program and the first semester in the new space, consequently, a formal program review evaluation is premature at this time. However, the full-time faculty member has been evaluated by the Dean of Applied Technology and Business in Fall 2013 and Spring 2014, in compliance with the faculty Union Contract and has created SLOs for all courses and begun to assess current courses. (Appendix J: SLOs and Assessment; Appendix K: MLR Task sheet; Appendix L: MLR Task Sheet Brake Pad Wear; Appendix M: Sample 2013 NATEF Automobile Accreditation).

   In Fall 2014, SCC will offer courses in ATEC 70 (Auto Tech Fundamentals) ATEC 130 (Suspension and Steering), and ATEC 132 (Automotive Brake Systems). Furthermore,

the full time faculty member intends to design additional certificates and partner with various automotive dealerships for speciality degrees and/or certificates.

2. **Assessment of needs and resources which have taken place**
   General Fund monies, Perkins funds, and Measure Q Bond (a local $348M Capital Improvement Bond) monies provided the fiscal resources needed to relocate and revise this program. Measure Q funding provided capital improvements as well as auto lifts and other equipment. Other "startup" expenses were provided by Perkins funds (Appendix N: SCC Perkins Auto Tech Funding Excerpt and Top Codes).

   The redevelopment of the program required at least one new full time faculty, which was planned for as part of the full time faculty hiring prioritization criteria process developed with the Academic Senate in Fall 2012. The Auto Technology full time faculty request was ranked 4 of 9 proposed faculty hires (Appendix O: Academic Senate Adopted Minutes 09-17-12 Excerpt).

   The SCCD worked with CSEA to develop an approved lab assistant position, which is required for this program. This position is currently being requested through SCCD's classified hiring position process in Spring 2014 (Appendix P: Job Description - Automotive Lab Technician).

3. **Anticipated effect of the proposed change on the institution**
   The redevelopment and relocation of the Automotive Technology Program has yielded positive results for the College, as it has allowed SCCD to provide increased access for students in the South County to a Career and Technical program that heretofore was only available at the Main Campus in Fairfield. It is anticipated that this program relocation will result in increased FTES for the Vallejo campus, which will further solidify its Center status.

4. **Intended benefits**
   The Auto Technology program provides the students in the city of Vallejo and other students in the South County easier access to a Career and Technical program that trains them for jobs that can be obtained especially in the city of Vallejo, which has many automobile dealerships in the area in need of trained technicians. Adding new job training is particularly beneficial to the community of Vallejo that was hard hit by the recession that began in 2008 and has had comparatively high unemployment in the County. Of course the benefits are not restricted to South County only, however. In 2010, in the state of CA, there were 67,000 automotive service technician mechanics. By 2020, the number is projected to increase by 20% to 80,400. For example, the National Labor Exchange states that there are currently (4-4-14) 146 open jobs within 50 miles of the Vallejo Center (Appendix Q: Job List within 50 miles; Appendix R: Auto Service Tech and Mechanics Projection CA and Local; See also Appendix B). Additional benefits include the potential increase in FTES for the Vallejo Center, as the Auto Technology Program is fully expanded.

Since vocational technology programs have been virtually eliminated from area high schools, opportunities for training in auto technology afford County students who are directly out of high school, job-ready skills that will facilitate their entry into the workforce. One room of the 16,000 square-foot structure offers the students tear-down benches, giving them an opportunity to engage in hands-on work with engines, transmissions, and other related tasks. Additionally, the full-time faculty member is looking for partnerships with automotive manufacturers; these partnerships allow the manufacturer a place to showcase new vehicles and afford the students apprenticeship opportunities. Furthermore, partnerships allow the College an opportunity to acquire vehicles to work on, e.g., lemon buy backs, high-mileage trade-ins, or damaged cars. Recently the SCC Auto Technology Program has entered into a partnership with Snap-On Tools that will provide the College with curriculum and web-based training and software.

The proximity of the Georgia Street facility to populated neighborhoods in the city of Vallejo and the Vallejo Center itself enables easy access to this CTE program.

5. **Preparation and planning process**
   In 2013 SCCD temporarily used space at Armijo High School, located at 824 Washington Street in Fairfield, California, but this facility was soon deemed to be inadequate in terms of lecture and lab spaces. Thus, in Fall 2013, the Dean of Applied Technology and the Business and the Executive Bond Manager researched the viability of leasing the former Auto Dealership property located at 1301 Georgia Street in Vallejo, as the facility had existing space and functions (automotive bays) needed for the program. The Georgia Street property was eventually leased and classes began on February 3, 2014.

D. Evidence that Solano Community College has analyzed and provided for adequate human, physical, technology and financial resources and processes necessary to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality

1. **Adequate and accessible student support services**
   Students have computers at this facility so they can access all electronic campus services. The Georgia Street Auto Technology Program facility is located only four miles (roughly 8 minutes) from the Vallejo Center where students have access to enrollment and matriculation services, counseling, library services, reading and writing labs, math lab, and various support workshops. The facility is close to the Vallejo bus line (there is a SolTrans bus stop in front of the building on Georgia Street).

2. **Sufficient faculty, management, and support staff**
   One full time faculty member was hired in Spring 2013. He meets minimum qualifications, is ASE (Automotive Service Excellence) certified and has 20 years of experience in the field. We are currently advertising for adjunct faculty. The program is overseen by the Dean of Applied Technology and Business, who has supervised CTE programs for several years and understands CTE programs and budgets. Currently, a request has been made for a lab technician in the program as stated in Section C, Assessment of needs and resources.

5

3. **Professional development for faculty**
In addition to his training as a Licensed State of California Smog Training instructor, the full time faculty member in this program has attended recent conferences, to include 40 hours of Hybrid Vehicle Training in October 2013, 16 hours of Industry Training in December 2013 at San Francisco City College's Automotive Career Development Center, and 16 hours of Industry Training that is scheduled for April 2014. The full time faculty member has also worked closely with faculty from Skyline College (a college which has an Auto Technology program) in order to develop a list of supplies and equipment needed for the Georgia Street location.

4. **Appropriate equipment and facilities, including adequate control over the off campus site**
This facility is a former automotive dealership, which contain 11 bays (currently 5 are being utilized) for use by approximately 24 students (or approximately 4 to 5 students per bay). SCCD has exclusive use of the property, which is secured with an alarm and security fence and is in compliance with hazardous waste mandates (Appendix S: Interagency Agreement SCCPD – Vallejo Police Department; Appendix T: Solano County Sheriff's Office Amendment; Appendix U: Hazardous Materials Business Plan)

5. **Sustainable fiscal resources, including initial and long-term amount and sources of funding for the proposed change and an analysis of fiscal impact on the institution's budget**

In addition to being funded by SCC's general fund (Appendix V: SCC Adoption Budget 2013-2014 09-18-13 Excerpt), the Auto Technology program is supported in part by the District's Perkins' Plan (See Appendix N: Perkins) and an Alternative Fuel Training Grant. (Appendix W: Alternative and Renewable Fuels Vehicle Technology Program (ARFVTP) Training Resources Development Plan) along with Measure Q Bond funding. (Appendix X: Governing Board Meeting Attachments 01-15-14 Lease Agreement). We anticipate that if the California Governor's proposed 2014-15 budget holds, we will have additional funds to support the purchase of equipment (instructional funding equipment budget) for the Auto Technology program. (Appendix Y: Community College League of California State Budget Update Comments January 2014).

6. **Comparative Analysis of budget, enrollment and resources; identify new or reallocated funds**
In light of the Solano Community College District Financial Report (6-30-14) and the California Chancellor's Office Governor's budget highlights, the opportunities for maintaining (particularly deferred maintenance and instructional equipment) the Auto Technology Program are promising. Furthermore, the ARFVTA grant has offered support, as well as has Measure Q funding for building the permanent building at the Vallejo Center. (See Appendix W: ARFVTP) and (Appendix Y: Community College League of California State Budget Update Comments January 2014).

7. **Plan for monitoring achievement of desired outcomes**
   This program is subject to program review. The student learning outcomes have been developed and will be assessed on the regular cycle of rotation. All Auto Technology SLO's are aligned with National Industry Standards designed by the National Automotive Technicians Education Foundation (NATEF). NATEF is an outside accreditation agency that sets the standard in automotive training for educational facilities across the globe. In addition, the faculty plans to develop and administer a student satisfaction survey. The excel spread sheet "NATEF 2013 Task Lists" is a detailed listing of individual tasks taught throughout the course (See Appendix J: SLOs).

8. **Evaluation and assessment of student success, retention and completion.**
   This program has only been operation for one and a half semesters, but student success, retention and completion will be assessed formally next academic year (2014-15) as part of the program review that is required of all Perkins funded programs every two years.

E. Evidence that the institution has received all necessary internal or external approvals

1. **A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence**
   The District hired a full-time faculty member approved through SCC's Academic Senate Hiring process whose entire teaching load is dedicated to Auto Technology. Currently, a request for an Administrative technician is being sought (again through the local Union's non faculty hiring process) and administrative, governing board, and regulatory agency approvals have been secured (See Appendix E, F, G, O, P, Q and R).

2. **Legal requirements have been met**
    All legal requirements have been met (See Appendix S, T and X).

3. **Governing Board action to approve the change and any budget detail supporting the change**
   The Solano Community College Governing Board supported all changes to the Auto Technology Program (Program moved to Vallejo Facility) and approved all budget detail pertaining to the Program (See Appendix F and X).

F. Solano Community College maintains compliance with the eligibility requirements set forth by the Accrediting Commission for Community and Junior Colleges as follows.

1. **Authority**: Solano Community College, located in Solano County, is one of one hundred twelve community colleges in California, is recognized by the California Community Colleges Chancellor's Office, and is authorized to provide educational programs in accordance with the California Education Code. Solano Community College is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC). The Auto Technology Program is comprised of courses that are in compliance with the California Community College Chancellor's Office and the California Education Code.

2. **Mission**: The current Mission Statement was adopted by the Governing Board in 2012. The new Mission Statement better reflects the diverse student population the College serves, as well as the College's commitment to student learning.   Basic skills, workforce development, and a transfer level curriculum are the foundations of Solano Community College's mission. The College publicizes its Mission Statement through a variety of venues, including its Web site, the College Catalog, various College newsletters, and in other official publications. The Auto Technology Program clearly fits within the mission statement.

3. **Governing Board**: The Solano Community College District Board of Trustees is an eight-member body that includes a Student Trustee. The Governing Board formulates policy, maintains institutional integrity, fiscal soundness, and ensures the fulfillment of the College's mission. Seven members are elected by the electorate within the District. Board members are elected to 4-year, staggered terms. The Associated Students of Solano College elect a Student Trustee annually to represent the Student Body for a one-year term. The revised Auto Technology Program was approved by the Governing Board on January 15, 2014. (See Appendix X)

4. **Chief Executive Officer**: The Superintendent-President is the Chief Executive Officer (CEO) of Solano Community College. The CEO is hired by the District's Governing Board, and serves as the Secretary to the Board. The Superintendent-President is responsible for administering Governing Board policies, ensuring the quality of the Institution, providing leadership in budgeting, managing resources, and assessing Institutional effectiveness. The Superintendent-President also ensures that the Institution adheres to all applicable laws, regulations, and policies, to include the relocation of the Auto Technology Program.

5. **Administrative Capacity**: The rigor of administrative oversight at Solano Community College is sufficient to ensure efficient management and operation of the College, as well as to ensure compliance with all laws, regulations, and mandates. The staff are fully qualified and meet or exceed minimum qualifications required for their positions. The Superintendent-President is supported by a Vice President of Academic Affairs, a Vice President of Finance and Administration, a Dean of Research, Planning, and Institutional Effectiveness, and an Associate Vice President of Human Resources. In addition, as reflected in the SCC Organizational Chart, Solano Community College has a Chief Technology Officer, School Deans, Center Deans, a Dean of Counseling, a Dean of Student Services, Associate Deans, Directors and/or Managers, a Chief of Police, one Public Relations Officer, and Confidential Employees who comprise SCC's Administrative Leadership Group. The Automotive Technology Program is supervised by the Dean of Applied Technology and Business.

6. **Operational Status**: Solano Community College operates in a manner that is consistent with its authority and mission. In Fall 2013, approximately 9, 693 students were enrolled at the College. The College offers its students a wide array of instructional programs and student services, a library collection and library services, and a wide selection of

academic support services for both onsite and online students, as well as students enrolled in the Vacaville and Vallejo Centers. The revision of the Automotive Technology curriculum adds to SCCD's diversity of degree and certificate offerings. Student support services are available online, at the Main campus in Fairfield, at the Vacaville Center, and close by at the Vallejo Center.

7. **Degrees**: Solano Community College provides the courses needed to fulfill the requirements for 89 Associate Degrees and 39 Certificates. The majority of the College's course offerings apply toward Degree or Certificate completion. In 2012-13, the College awarded 1072 Associate Degrees and 181 Certificates to students. The plan to create additional certificates in Auto Technology will add to SCC's Certificate opportunities.

8. **Educational Programs**: Solano Community College's Degree programs are consistent with its Mission to provide basic skills, workforce preparation, and a transfer curriculum. Its programs are based on recognized fields of study, reflect a wide variety of disciplines, and are evaluated and culminate in identified student outcomes. Some degree programs are two academic years in length. All courses and programs are reviewed through a curriculum review process and approved by the Governing Board, to include a revision of the Auto Technology Program courses recently completed in Spring 2014.

9. **Academic Credit**: Solano Community College awards academic credit for coursework using standards established in the California Code of Regulations and formally accepted higher education standards. The Automotive Technology Program awards academic credit for all coursework and conforms to all of SCC's criteria for standards.

10. **Student Learning and Achievement**: At Solano Community College, all courses have approved course outlines of record and are required to have student learning outcomes, methods of assessment of those outcomes, and an ongoing cycle of assessment. To ensure the quality of programs and services, Student Learning Outcomes (SLOs) have been developed for 100% of all courses active courses and, of those, 95% percent have been assessed. 100% of College Programs have defined learning outcomes. Approximately 50% of the College Programs have been assessed. Institutional Learning Outcomes (ILOs) were assessed in Fall 2013 and will continue to be assessed. Solano Community College continues to maintain progress to achieve proficiency in learning outcomes assessment and evaluation in order to provide quality student learning. All Auto Technology courses have SLOs and are being assessed after they are taught. The Auto Technology course SLOs will be added to the SCC SLO database, as are other SLOs and assessments (See also Appendix J).

11. **General Education**: Students seeking an Associate Degree from Solano Community College are required to take a number of General Education courses in order to gain a breadth of knowledge across a wide range of disciplines. Students have three options for the completion of the College General Education requirement. Option A is a 21 unit pattern of courses representing Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Cross-cultural Studies. The College has an additional local requirement in the area of Health and Physical Education. Option B is a pattern of classes matching the IGETC standards, and Option C matches the CSU GE

standards. In both Options B and C, a student must include a cross-cultural course requirement. Auto Tech students seeking a degree must complete the core courses (40 units); the Associate of Science degree can be completed by taking a total of 61 units.

12. **Academic Freedom**: The Solano Community College District adopted Board Policy 6430 regarding academic freedom in December 1984 and made revisions to this policy in 2007 and in 2009. Article 16.8 of the SCFA Collecting Bargaining Agreement also addresses academic freedom. The Institution maintains an atmosphere in which intellectual freedom and independence exist; the Auto Technology Program is no exception.

13. **Faculty**: Solano Community College employs 150 full-time faculty and approximately 253 adjunct faculty. Full-time faculty teach approximately 62% percent of the College's credit hours.   All faculty possess the minimum qualifications of their teaching position as set forth by the California Community Colleges Chancellor's Office. The faculty develop and review curriculum as well as develop and assess student learning outcomes. The new full time faculty member in Auto Technology has the requisite qualifications for teaching in the program and has worked diligently to develop a revised curriculum for the Auto Technology Program. He has developed SLOs for the Auto Tech courses currently being taught and has assessed the Fall 2013 SLOs. He will be assessing the Auto Technology course currently being taught at the close of Spring semester 2014. Finally, the Auto Technology instructor has developed SLOs for all new Auto Technology courses, 4 of 5 of which have recently been approved by SCC's Curriculum Committee, as well as the California Community College Chancellor's Office. The faculty member may seek to modify the Auto Technology program in Fall 2014.

14. **Student Services**: Solano Community College's Fairfield campus, along with the Vacaville and Vallejo Centers, provides a comprehensive array of student services to assist students in meeting their educational goals. Services reflect the values stated in the Mission Statement of the College and support the achievement of student learning. Students are oriented to avail themselves of various student services, and these services are widely publicized in the College Catalog, College Class Schedule, College web site, and other official College publications. The Auto Technology students are encouraged to take full advantage of all SCC's student services. Because of the Auto Technology's close proximity to the Vallejo Center, it is particularly convenient for students to receive assistance with and have access to student services.

15. **Admissions**: Solano Community College's open admissions policy is consistent with its Mission, the Mission of the California Community Colleges system, and the California Education Code. The Auto Technology program conforms to the above policy.

16. **Informational and Learning Resources**: Solano Community College is committed to provide informational and learning resources for all students. The primary resources include the Library at the main campus, which includes a repository of books, periodicals, and electronic databases, and recently expanded Library Services at the Vacaville and Vallejo Centers. Other resources include: the Tutoring Center, the Math Activities Lab, the Reading and Writing Labs, Science labs, Student Computer labs, the

Mathematics, Engineering, and Science Achievement (MESA) Center, Financial Aid Center, Transfer Center, the Academic Success Center, Veterans' Affairs, Online Student Services, and Services for Students with Disabilities. While Auto Technology students can utilize all student services at SCC, the Georgia Street facility is very close to the College's Vallejo Center, giving students ready access to a variety of student services.

17. **Financial Resources**: Solano Community College District documents its funding base, financial resources, and plans for financial development adequate to support student learning programs and services, improve institutional effectiveness, and to assure financial stability. The District's FY 2013-14 adopted budgets reflect reserves of 12% of its unrestricted expenditure and transfer requirements, which is in excess of the 5% minimum established by SCC Board policy and required by the California Community College's Chancellor's Office. These excess reserves position the District for state budget shortfalls, minimizing the need to borrow and permitting a thoughtful budget reduction planning process. Additionally, funds have been transferred to an irrevocable trust to pay for the costs of medical, dental and vision insurance benefits to eligible retirees. Furthermore, in November 2012, the District successfully passed a $348 bond (referred to as the Measure Q Bond) that will ensure adequate funding for the construction of new facilities and modernization of existing buildings (Appendix Z: Cover page SCCD 2012 GO Bonds Series A&B).

18. **Financial Accountability:** The Solano Community College District annually undergoes and publicizes an external independent, financial audit firm of all federal, state, grant, and bond funds. The report is widely presented to all oversight committees including the SCC Audit Sub-Committee of the Board of Trustees and the Citizen's Bond Oversight Committee; the final audit report is reviewed and accepted by the SCC Governing Board in public sessions. For 2012-2013, as in years past, the District continues to receive unmodified audit opinions. In addition, the District's financial statements are filed with the California Community College's Chancellor's Office and adhere to Board approved policies and procedures regarding fiscal matters (Appendix AA: Solano CCD 2012-13 Financial Audit Report).

19. **Institutional Planning and Evaluation**: Solano Community College is engaged in the ongoing development and implementation of effective Institutional planning, and provides institutional support to the Office of Institutional Research, Planning, and Effectiveness. The College's Mission, Educational Master Plan, Facilities Master Plan, the Strategic Plan, Institutional Learning Outcomes, and Program Reviews link planning initiatives across the Institution, connects these plans to resource allocations, and makes public (SCC website) our various goals and planning documents. The Auto Technology Program is included in the Education Master Plan.

20. **Integrity in Relations with the Accrediting Commission**: The Solano Community College Catalog contains pertinent information to assist students. It is available in print and on the College website. The Catalog provides general information, the education mission, a statement on academic freedom, information on requirements for admissions, student fees, and other financial obligations, degrees and certificates, graduation, and

transfer, names and degrees of administrators and faculty, names of Governing Board members, as well as information on major policies affecting students, to include academic regulations, nondiscrimination, acceptance of transfer credits, grievance and complaint procedures, sexual harassment, and refund of fees. The Catalog is reviewed annually for accuracy and currency and includes publications and/or locations where additional policies may be found. The 2014-2015 includes information on the newly revised Auto Technology Program and includes the name of and degree held by the new full-time faculty member.

21. **Integrity in Relations with the Accrediting Commission**: Solano Community College adheres to the Eligibility Requirements, Accreditation Standards, and policies set forth by the Accrediting Commission for Community and Junior Colleges. Furthermore, the College agrees to disclose information required by the Commission and communicates any changes in its accredited status. Solano Community College is in compliance with Commission requests, directives, decisions and policies and all of its disclosures are complete, accurate, and honest.   Reporting the Auto Technology program to the Commission is our most recent communication regarding a substantive change.

G. Evidence that each Accreditation Standard will still be fulfilled specifically related to the change and that all relevant Commission policies are addressed.

1. **Accreditation Standards addressed and description of process for monitoring and evaluating the effectiveness and learning outcomes expected.**

    Standard I: Institutional Mission and Effectiveness

    1.A.1. Mission – The SCCD mission is to "…*educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students*." The relocation and redevelopment of the Automotive Technology program in Vallejo, California reflects our commitment to helping our students develop the workforce skills and training they need to obtain well-paid positions in this field of work where there are numerous local opportunities. This new facility not only serves the immediate need of the students who earn their certificates and obtain jobs, but also supports the community at large by increasing the number and percentage of local residents whose wages represent a reinvestment in a region hard hit by the recent recession. Thus, locating this program in a location that makes attendance, and therefore, course completion, more convenient and less costly, will serve to help SCCD fulfill its mission to transform students' lives, and in turn, provide the foundation for those graduates to help transform the lives of their families and the community.

    I.A.4. Mission central to institutional planning and decision making – The SCCD's commitment to fulfilling its mission is evidenced by the central role that workforce

development and training plays in the newly revised Educational Master Plan, particularly its clearly identified goal to "Strengthen existing workforce programs, such as, but not limited to all career-technical, business, nursing, and early childhood development by regularly developing, evaluating and modifying curriculum and programs that foster work-force ready and entrepreneurial graduates, and focusing on service area and regional clusters, industries and occupations that exhibit strong potential." (Goal A.1.). Additionally, Goal A.5. "to recruit and support highly skilled faculty for CTE education based upon program and workforce development priorities," which is tied directly to the mission, is also evidenced by this move of the Automotive Technology program to Vallejo and the commitment of the human resources needed to ensure the success of the program and the students it serves. The decision to hire a highly skilled faculty member to teach and lead this program was put into place via the hiring prioritization processes that are part of the Institution's integrated planning process.

Standard I.B.1. All courses in the Automotive Technology program have updated student learning outcomes, which have been assessed for Fall 2013, the first semester of the program's renewed offering. In addition, this Program is slated for a full program review to take place in the 2015-2016 academic year.

Standard I.B.2. The Institution has established the goal in its Educational Master Plan to "Strengthen existing workforce programs, such as, but not limited to all career-technical… by regularly developing, evaluating and modifying curriculum and programs that foster work-force ready and entrepreneurial graduates, and focusing on service area and regional clusters, industries and occupations that exhibit strong potential." In addition, the Institution has established in the Educational Master Plan the goal to "Strategically schedule courses to better serve students' needs and more efficiently utilize resources and facilities." Moving the Automotive Technology program to Vallejo, close to industry leaders and future employers, provides all students with a strategic pathway that serves students' needs to more efficiently complete programs and enter the job market more readily.

Standard I.B.3. The Auto Technology Program has in place SLOs for all courses and as courses are being taught, they are being assessed. The newly hired full-time faculty member has already completed professional development training specifically designed to improve the quality of the classes and is engaged in attracting Industry partners to support the Auto Technology Program.

Standard 1.B.4 and 5. As documented, SCCD has already committed necessary resources for Program maintenance and growth. The Auto Technology Program is included in both the Institution's Master Plan and Facility Master Plan and the full-time faculty member has been a central figure in the dialogue pertaining to planning and resources. All SLOs and assessments will be included in the SCC SLO database.

Standard 1.B. 6 and 7. Because the Auto Technology Program is a Career and Technical Program, the Program will require rigorous Program Review to begin in 2015 and

continue on a two-year evaluation cycle. All student support services are available to Auto Technology students.

Standard II: Student Learning Programs and Services

Standard II.A.1. a. - By locating the Automotive Technology Program in Vallejo, the SCCD is seeking to meet the varied educational needs of its students, with particular attention to the demographics and economy of the community. According to the Bureau of Labor statistics, unemployment in the City of Vallejo in January 2014 stood at 7.6 percent compared to the national rate of 6.6 percent. One year ago (February 2013) Vallejo's unemployment rate stood at 9.3% compared to the national rate of 7.7%. Thus, while the City has seen some marginal improvement in the number and percentage of unemployed citizens, the City still experiences greater unemployment than the country as a whole. Furthermore, the location of this educational facility and the job prospects it makes possible directly serves the needs of this City's residents who can access this program located conveniently in their neighborhood, in addition to serving all students who may wish to enroll.

Standard II.A.2.b. – The SCCD has relied upon faculty expertise to redevelop and relocate this program and to develop competencies based on nationally recognized standards. In addition, the location of this program in an area with a burgeoning automotive sales and service industry within miles of the facility, will make the ongoing assistance of an Advisory Committee extremely practical. The existence of this Auto Technology Advisory Committee will help to ensure the rigorous assessment of the Program's outcomes and help to ensure the quality of the curriculum to continue to meet Industry standards.

Standard II.B.1. and 3. And C. – Student support and Library and Learning Support services to address the needs of students and enhance their learning environment are available to students in the Automotive Technology program located in Vallejo. The Georgia Street facility is within 4 miles (an 8 minute drive) of the Vallejo Center at 545 Columbus Parkway, at which students have available registration assistance, counseling, library, tutoring, assessment, financial aid, computer labs, and reading and writing labs.

Standard III: Resources

Standard III.A.1., 2. 5 And 6. – The SCCD has fulfilled the expectation that the College assures the integrity and quality of its programs, including the Automotive Technology program at Vallejo. The full time faculty member hired to redevelop the program and who provides the instruction at the Georgia Street facility has over twenty years of experience in the industry and has personally overseen the renovation of this teaching facility to insure that it meets or exceeds all industry standards. We are currently advertising for a pool of adjunct faculty. In addition, the SCCD is currently in the process of approving a laboratory technician position for this program, which will further ensure the quality of instruction by providing additional personal attention and assistance

to students in the program. The College has invested in professional development for the full time faculty member leading the Automotive Technology program by sending him to various industry trainings and arranging for him to consult with program faculty at Skyline College to develop facility and instructional equipment that will meet or exceed current Industry standards. Automotive faculty hiring was ranked number 4 of 9 in SCC's hiring priority list.   SCC has also employed Industry experts to help develop our curriculum as mentioned previously.

Standard III.B.1. and 2. – The SCCD has inspected the facility to ensure that it is a safe and appropriate swing space for teaching and learning. The College invested in upgrading both the physical plant as well as in new equipment to ensure the quality of the program. The property is secured by a fence and security system and complies with hazardous waste mandates. The SCCD has long range capital plans to use Measure Q Bond money to build a new Automotive Technology classroom and laboratory space at the Vallejo Center. This plan is based upon broad Institutional plans that are grounded in the goals and strategies of the Educational Master Plan (EMP) and Facilities Master Plan (FMP).

Standard III.C.1. – The SCCD insured through its contractual agreement with the owner of the facility that the appropriate technological infrastructure and support systems would be installed and maintained by the owner. Additionally, the technology installed meets both District and Industry standards.

Standard III.D. – The financial resources for capital improvements are available through the Measure Q bond once the Program is established and operating successfully. The allocation of Bond resources follow the educational planning principles stated in the Educational Master Plan (EMP). In general, The EMP lists four high-level "transformative opportunities" for the College, one of which is to "explore strong local or emerging markets." The District's Bond Manager, Business Services officers, and Academic Affairs officers work closely to develop and approve these construction projects.

This temporary "swing space" was leased in Vallejo while the new building is being designed and constructed. The building includes classrooms and lab "bays" for students to learn the latest in automotive technology.   Lab equipment for the temporary space was purchased with Bond funds and will be moved to the new building when it is complete, as Bond funds cannot be used for ongoing operations. Ed Code section 81521(a), 81523 and 81524 allows the District to teach in a "temporary use building" (or "swing space") for a period of "not more than three years from the date of first occupancy."

III.D. – The renewed and increased community interest in alternative fuel automotive technology, supported by Labor Market data, influenced the revitalization of the College's Automotive Technology Program. SCCD not only hired a full-time Automotive Technology faculty member last fall, established an adjunct faculty pool for the discipline, submitted for an administrative support position, but began

collaborating with surrounding sister colleges in its effort to firmly reestablish this To that end, the curriculum continues to be updated and Automotive Technology class offerings incorporated for fall and spring semesters fed into the Institution's FTES targets for the current year 2013-14, with plans for future increase of FTES and strengthening of the Program. Faculty and support costs to reach such FTES targets are built into the College's 2013-14 budget.

Standard IV: Leadership and Governance

Standard IV.A.1. and 2. – The decision to relocate the Automotive Technology Program to the Georgia Street facility came about because the SCCD's Institutional leadership encouraged SCC faculty and administrators to search for an innovative solution to bring this Career and Technical Program to all students; the decision to locate the Program in the city of Vallejo was most desirable to all. Leasing the former automobile dealership ensures the implementation of a high quality program and provides a suitable location while a new state-of-the-art facility is designed and constructed. Additionally, the faculty and administrators involved in this change exercised a substantial voice in making key recommendations and decisions. The Superintendent-President, the Dean of Applied Technology and Business, the full time faculty member, and the Executive Bonds Manager, researched possible locations, assessed the viability and suitability of those locations, and worked collaboratively to make a sound recommendation about this change to relocate the Auto Technology Program.

Standard IV.B.1. c. – The SCCD Governing Board voted to approve the leasing of the Automotive Technology facility in Vallejo after being apprised of the purpose of the lease, the need for a temporary facility to provide increased and improved student access to CTE and workforce training opportunities in Vallejo, and the overall terms of the agreement, while the new facility is constructed. The Education Master Plan and Facility Master Plan indicate long-range capital plans to support the institutional improvement goals. The plans are in keeping with SCC's overall Institutional Planning Process.

LIST OF APPENDICES