

Eligibility Requirements

The following describes how SJVC intends to continue to fulfill each ACCJC eligibility requirement in light of the migration of the CMA, CAMA and AHCM programs to the San Diego Campus.

1. Authority: SJVC received initial accreditation in June 1995 by the Accrediting Commission for Community and Junior Colleges, an organization recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Most recently, the school was reaccredited in June 2007. By virtue of this accreditation, SJVC is authorized to operate as an educational institution and to award both Associate of Science Degrees and Certificates of Completion.

Upon ACCJC's approval, SJVC plans to grant Associate of Science degrees to the students of the San Diego Campus who successfully complete the institutional and program specific graduation requirements of the CMA, CAMA and AHCM programs. (See **Program Descriptions and Graduation Requirements for the Associate of Science Degree, Tabs 4a-c and m: [Tab 4a - CMA Program Description](#), [Tab 4b - CAMA Program Description](#), [Tab 4c - AHCM Program Description](#), [Tab 4m - Graduation Requirements](#)**).

2. Mission: SJVC's [Mission Statement](#) defines its broad educational purposes of providing career-focused training programs, preparing graduates for professional success in the business, medical, and technical career fields, and meeting the needs of the communities it serves. (See **Tab 2**)

The Mission Statement has been approved by the Governing Board and is disseminated to stakeholders through its publication in the SJVC Catalog, Employee Handbook, and Faculty Handbook. It is also displayed in prominent areas on the campuses and is published on the College's public website.

Per governing board bylaw 4.1.15, a college-wide review of the Mission Statement is conducted every two years and revisions are made when stakeholders deem it necessary. The most recent college-wide review of the Mission Statement took place in April 2010. The institution determined at that time that the statement continued to reflect the school's core aims and, as such, needed no changes from the one approved two years earlier.

3. Governing Board: SJVC's Board of Governors is an independent policy-making body responsible for ensuring the quality, integrity and financial security of the institution and that the mission of the College is carried out. The Board is constituted by the Board of Directors (President and CEO) and six community-at-large members who represent the interests of the public and business communities served by SJVC. The members of the Board of Directors serve non-expiring terms and are responsible for appointing community members to the board. The at-large members are appointed for three-year terms which are staggered to provide for continuity. The six community-at-large members have no family, ownership, or other personal financial interest in the institution.

4. Chief Executive Officer: SJVC's President, Mr. Mark Perry, and CEO, Mr. Michael Perry, have full-time responsibility to the institution and the authority to administer board policies. Both Mark and Mike Perry assumed their respective roles as president and Chief Executive Officer when they became owner-managers of the College in 1994.

The primary responsibilities of the president and CEO are to establish, promote and fulfill the college mission, follow all federal, state and local laws and regulations, provide the lead in fiscal management, and to assure an efficacious teaching/learning environment.

5. Administrative Capacity: SJVC employs professional staff, with appropriate experience, education, and preparation to support the College's mission and purpose. Their preparation and experience are scrutinized through an open and competitive employment process. SJVC has 151 FTE administrators and 365 FTE staff who constitute its administrative infrastructure for its total FTE student census of approximately 4600. The College utilizes a formula to calculate the number and kind of administrators required to ensure that a full complement of staff are available on each campus. Plans for the San Diego Campus include a total of 3.5 FTE administrators and 5.0 FTE staff for approximately 140 FTE students.¹

6. Operational Status: SJVC has been in operation since 1977. The College currently offers 36 approved educational programs to approximately 4600 enrolled students that are actively pursuing a certificate and/or an associate degree.

7. Degrees: SJVC currently offers 27 associate of science degree programs and 9 certificate of completion programs. From 2008-2010, approximately 80% of the total SJVC student population was enrolled in an associate of science degree program. This percentage is expected to increase with the addition of the CMA, CAMA and AHCM programs offered at the San Diego Campus.

8. Educational Programs: At SJVC's last reaccreditation review, ACCJC deemed that the College's educational offerings are in alignment with its mission statement; are based on recognized higher education fields of study; are of sufficient content and length; and are conducted at levels of quality and rigor appropriate to the degrees offered. The school's educational offerings have not changed since that time. The catalog contains a comprehensive list of each program's learning outcomes. In addition, course outlines and syllabi identify the course learning outcomes.

9. Academic Credit: SJVC awards credit based on generally accepted practices in degree-granting institutions of higher education. The credit hour is defined as the amount of work represented in intended student learning outcomes and the coursework completed in or out of the classroom. One credit hour is equivalent to either a minimum of 15 hours of lecture and coursework, 30 hours of lab and application, or 45 hours of clinical experience or externship. (See **Tab 4h – [Definition of a Credit Hour](#)**)

Incoming students who wish to transfer in credit to fulfill degree requirements are subject to the College's policy on Evaluation of Prior Credit. (**Tab 4e - [Evaluation of Prior Credit](#)**)

¹ Student population represents this campus' 4 programs at maximum capacity.

10. Student Learning and Achievement: SJVC defines learning outcomes at the course, program, institutional, and administrative level. Program and institutional learning outcomes are published in the College Catalog whereas course learning outcomes are published in course syllabi and other instructional planning documents. Administrative learning outcomes are published on the College's intranet site. Faculty regularly assess student attainment of learning outcomes and use the assessment data to plan and implement improvements. Each program undergoes a formal and systematic review every two years where faculty, administrators and staff analyze longitudinal assessment data to determine the extent to which students are achieving the stated learning outcomes and to recommend and implement improvements.

11. General Education: SJVC defines and incorporates general education into its associate degree programs in order to ensure breadth and depth of knowledge and to promote intellectual inquiry. (See **Tab 4p - [Statement on General Education](#)**) All degree programs require a minimum of 24 units of general education coursework which include competency in writing and computational skills and serve as an introduction to the major areas of knowledge. Through the program review process, faculty regularly scrutinize general education courses to ensure that they are offered at levels of quality and rigor appropriate to higher education.

12. Academic Freedom: SJVC's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by the board approved policy on [Academic Freedom](#) which is published in the College Catalog. (**Tab 4i**)

While the College supports open discussion of controversial issues, it does not tolerate hate speech, uncivil behavior, or unprofessional conduct.

13. Faculty: SJVC has a substantial core of qualified faculty with full-time responsibility to the institution. SJVC employs a total of 250 full-time faculty for its approximate full-time student census of 4600. All faculty employed by the College are qualified by appropriate education, training, and experience to support the educational programs and services offered at SJVC. (**Tab 14- [Minimum Faculty Qualifications](#) and [Job Description](#)**) The Instructor [Job Description](#) and the [Statement of Faculty Responsibilities](#) describe the duties and responsibilities of the position which include the development and review of curriculum and the assessment of learning.

A total of 5.0 FTE faculty will be hired to teach the CMA, CAMA and AHCM programs to approximately 70-76 FTE students.

14. Student Services: SJVC provides appropriate services to support student learning and development within the context of its mission and the needs of the student body. SJVC provides services in the following areas: new student orientation, tutoring services, intra-net based resources, computer assistance, student advising, financial assistance services, career services, personal resources such as referrals to local agencies that may help with food needs and costs, gas vouchers, directory of childcare providers and agencies that locate childcare and help with related expenses, etc., and comprehensive library and resource centers. The College maintains a comprehensive list of services in its catalog and student handbook.

These services are accessible to every SJVC student and will be in place on the San Diego Campus for the start of the first student cohort. (See **Tab 18** – [Description of Student Support Services and Learning Resources](#))

15. Admissions: SJVC has adopted and adheres to admission policies that are consistent with its mission, specify the qualifications of students appropriate for its programs, and are consistent with those required by other higher education institutions. [Admissions Requirements](#) and policies are published in the College Catalog. (**Tab 4e**) To enroll at SJVC, a student must satisfy the published requirements. Students who wish to enroll in the CMA, CAMA and AHCMA programs at the San Diego Campus must meet the institutional admissions requirements.

16. Information and Learning Resources: Every campus features a Library and Learning Resource Center (LLR) that provides students with educational materials and services that support the SJVC curriculum, aid in independent study, and enrich their college experience. Some of the materials and services available through the LLRCs include reference materials, an extensive book and periodical collection, videos, computers with internet access and word processing capabilities, specific internet educational databases and collections, copy machines, and additional in-class learning resources which support the requirements of programs offered by the College. The LLRCs are staffed with professionals who are available seven days a week plus weeknight evenings to provide students with research instruction and assistance.

SJVC is committed to enhancing its learning resources and continues to improve services to its students by adding new learning and information resources. Plans for the San Diego Campus include a full service library with various holdings that will enhance and support the curricula of the CMA, CAMA and AHCM programs. The [Library Resources](#) for these programs may be accessed in **Tab 7**.

17. Financial Resources: SJVC maintains and documents a viable funding base, sufficient fiscal resources, and plans for financial development that are adequate to support and sustain its educational programs and services, improve institutional effectiveness and assure financial stability. The College's ongoing source of revenue is derived from student tuition fees. Tuition varies by program and is based on the anticipated expenses for faculty, staff, student resources, equipment, teaching aids, and occupancy expenses. Campus and program budgets are developed annually and are based on existing student census, expected new students, average attrition rates and expected graduates. Expenses are deducted from the tuition revenue generated by the students resulting in a net profit to the College.

The College also has a cash reserve and other fiscal resources that may be used to sustain operations and/or support new educational endeavors. Please refer to [Fiscal Resources](#) on page 15 for the College's cash equivalents balance, operating line, and equipment line of credit.

The College exercises oversight of its fiscal resources by monitoring daily expenditures and making adjustments when necessary to ensure the fiscal health of the institution. The ongoing influx of tuition-generated revenue, cash reserve, and available equipment line of credit prepares SJVC to meet unexpected financial emergencies and to support plans for major capital projects and/or growth opportunities. The [Campus Budget](#) provided in **Tab 11** reflects the expenditures

required to start the CMA, CAMA and AHCM programs at the San Diego Campus; it also provides evidence that the tuition generated revenue will sustain ongoing operating expenses.

18. Financial Accountability: SJVC is annually audited by an independent certified accounting firm which employs generally accepted corporate accounting standards. The audited financial statements are reviewed by the Audit Review Committee which is comprised of two members of the governing board, the Chief Financial Officer, the Controller, and an independent, third party banker. The statements are also filed on a regular basis with the ACCJC/WASC.

The findings of these audits, along with the College's ability to meet the Department of Education's financial responsibility ratios, demonstrate SJVC's fiscal health.

19. Institutional Planning and Evaluation: SJVC has created a culture of evidence-based evaluation and planning that serves as the foundation for the continuous cycle of assessment and improvement of programs, services and policies. Institutional and program planning and evaluation are systemic and cyclical for all college departments including instruction, student services, and administrative reviews. The College publishes an institutional strategic plan which is supported by campus and program goals and objectives. The College's progress toward achieving the goals and objectives expressed within the plan is reviewed and assessed annually; the results may be used to inform revisions to strategy and/or the plan. The Senior Management supervises the ongoing planning process, including the assessment of SLOs, program reviews, and the integrated budgeting process that ultimately leads to resource allocation for improvement plans.

The quality and effectiveness of the CMA, CAMA and AHCM programs will be reviewed and evaluated on a regular basis through the College's systematic processes of evaluation (instructional and non-instructional program review, campus operations meeting, and institutional effectiveness reviews).

20. Public Information: SJVC provides its various publics with precise and up-to-date information. A catalog is published twice a year that contains the addresses and telephone numbers of the SJVC campuses, the College's public website, the mission statement, descriptions of course and program offerings, academic calendar, program length, statement on academic freedom, student financial aid, learning resources, names and degrees of administrators and faculty, and the names and business affiliations of the governing board. The catalog also provides information on admissions, tuition and fees, and degree, certificate and graduation requirements; it also contains all major policies affecting students. In addition, it identifies other publications where college policies may be found.

Upon approval of this substantive change, the catalog will be updated to reflect the addition of the CMA, CAMA and AHCM programs at the San Diego Campus.

21. Relations with the Accrediting Commission: SJVC is committed to adhering to the letter and spirit of ACCJC/WASC's Eligibility Requirements and accreditation standards. SJVC describes itself in identical terms to all of its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission. SJVC acts to comply with all Commission requests, directives, decisions, and policies.