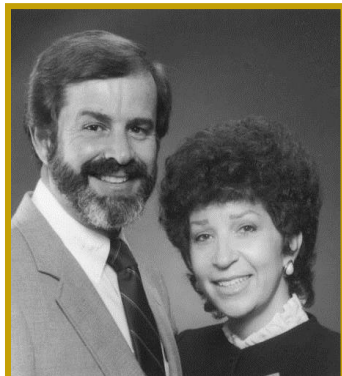


THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE

San Joaquin Valley College (SJVC) was founded in April 1977 as a private, for profit, Career College dedicated to providing high quality occupational training. Founders Robert and Shirley Perry established the first campus in Visalia, California, training health care professionals. Today, the College offers Associate of Science Degrees and Certificates of Completion in the areas of medical, business, and technology at its campuses in Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Rancho Cordova, Ontario, San Diego, Temecula, Madera, Visalia, and the Aviation Campus at the Fresno Yosemite International Airport. The College also offers several online education programs.



San Joaquin Valley College founders
Robert & Shirley Perry

PHILOSOPHY/INSTITUTIONAL PURPOSE

SJVC is committed to the personal, academic, and professional success of its students. The College provides opportunities for developing career skills, critical thinking, professionalism, and an excellent learning experience for the classroom, workplace, and life. It incorporates hands-on, kinetically-inspired assignments and projects which are vital for the vocational-based program offerings. The faculty are expected to be facilitators of the classroom by engaging students in interpersonal, two-way dialogue. Individualized and personalized instruction is encouraged.

SJVC's mission strongly emphasizes education directed toward career development and advancement. Real world education is paramount. Therefore, a plethora of resources are available to the faculty to assist in the delivery of real work instruction, such as mock medical, technical, and business settings within the classrooms, industry-specific equipment, interactive software with true-to-life scenarios, and field trips to businesses and medical settings. Most programs also include an externship or clinical experience.

The College is also responsive to the needs of each community where one of its campuses exists. These communities provide an ideal setting for the medical, business, and technical programs of *SJVC*.

MISSION STATEMENT

SJVC prepares graduates for professional success by offering Baccalaureate and Associate of Science Degrees and Certificates of Completion in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*

Adopted by the Board of Governors, July 2008
Revised May 2017

CORE VALUES STATEMENT

As a premier leader in career-focused education, *SJVC* values an education and employment environment which promotes:

Success – The College Community is committed to the personal, academic, and professional success of its students, employees, and graduates by providing high-quality education programs, instruction, professional development opportunities, support services, and guidance.

Integrity – The College Community expects personal and professional integrity in the fulfillment of its mission.

Excellence – The College Community sets excellence as a standard in all areas of operation.

Diversity – The College Community celebrates and embraces diversity, emphasizing inclusion and open dialogue.

Community Involvement – The College Community encourages and supports student and employee involvement in their respective communities to mutually enhance civic, personal, and intellectual development.

Lifelong Learning – The College Community fosters an environment where students and employees actively pursue lifelong learning.

Adopted by the Board of Directors, September 2009



The first *SJVC* Campus in Visalia, CA



San Joaquin Valley College Board of Governors Meeting Mission Oaks Office May 5, 2016	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Marlea Lyon, Jill Sozinho, Susan Good, and Carol McLellan
ABSENT	None
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal and Regulatory Affairs Russ Lebo, Chief Financial Officer Greg Osborn, Director of Programmatic Compliance Anthony Romo, Director of Graduate Services Natalia Dominguez, Library & Learning Resources Liaison
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

I. **CALL TO ORDER:** Meeting was called to order at 5:01 p.m. by John Swiger.

II. **EDUCATIONAL QUALITY**

A. **WASC Recommendation:** Natalia Dominguez gave an overview of the plans in place to address each of the three components of the recommendation regarding library and learning support services (see attached PowerPoint), including the need to adopt and implement a library resources development plan (draft included in meeting handouts).

Questions were asked and answered concerning library maintenance, timeline for proposed purchases, and alumni access to library resources. At the request of the board, Crystal will provide all members with the LIRN access code.

Voting Item: Susan moved to approve the library resources development plan, Carole seconded the motion. All in favor.

III. STUDENT SUCCESS

- A. Non-Academic Program Review Reports:** Crystal gave an overview of the restructured non-academic program review process and informed the board that three program reviews have been completed under the new process (Admissions, Information Services, and Purchasing). Discussion took place concerning the potential methods that could be used to facilitate the board's review of these reports (board committee, full board review, etc.)

Copies of the completed reports were distributed in advance of the meeting and board members asked questions of Russ and Joseph pertaining to the reports.

Voting Item: Susan moved to approve the three non-academic program review reports, John seconded the motion. All in favor.

- IV. ANNUAL INSTITUTIONAL EFFECTIVENESS REVIEW:** Joseph, Russ, Carol and Mike Abril presented the 2015 Year-in-Review to the board (see attached PowerPoint). Board members engaged in Q&A with each presenter on the various topics that were discussed.

V. STUDENT SUCCESS (Con't.)

- B. Institutional Performance Standards:** Anthony gave an in-depth presentation of the actions that are being taken to improve graduate placement at campuses (Lancaster, Online, and Madera) and in programs (Pharmacy Technology, Medical Office Administration, and Computer Support Technology) that are not meeting the institutional standard of 65% placement (see attached PowerPoint). He also reviewed the underlying issues contributing to the under-performance. Board members engaged in Q&A with the presenter concerning tactics to forge relationships with employers and improve placement.

VI. OUR SUCCESS

- A. Growth & Development Initiatives:** Joseph presented proposals requesting board approval to submit substantive change applications to ACCJC for the following initiatives:

- i. **Porterville Campus:** Joseph gave an overview of the Evaluation Summary & Recommendation (see attached) which highlights the rationale for this change through the lens of SJVC's strategy. Board members expressed concern over potential placement issues as is seen on other small Central Valley campuses. Discussion followed concerning overall improvement that an SJVC campus will bring to the area along with SJVC's better understanding of how to strategically prepare and position the campus for placement success.

Voting Item: Susan moved to approve the submission of a substantive change application for the new campus, Mark seconded the motion. All in favor.

- ii. **Vet Assisting Program:** Joseph explained that this program is being proposed in light of the gainful employment regulations. He explained that the Vet Assisting program will provide a viable option for continuing instruction in this field; whereas, the current Vet Tech may not. Discussion took place concerning AVMA accreditation implications and physical capacity impacts of offering Vet Assisting and Vet Tech concurrently.

Voting Item: John moved to approve the submission of a substantive change application for the Vet Assisting program, Mike seconded the motion. All in favor.

VII. BOARD BUSINESS

A. Minutes from the board retreat (2/6/16) were reviewed.

Voting Item: Mark moved to approve the minutes as submitted, Susan seconded the motion. All in favor.

B. Fourth Quarter Meeting: Decision was made to change the date of the fourth quarter meeting to December 8th. All members agreed to conduct the next board meeting (9/1/16) at a campus. Decision was made to visit the Modesto and Rancho Cordova campuses.

C. Review of the Mission Statement: Crystal presented the results of the fall 2015 review of the mission statement (see attached PowerPoint). Crystal informed the board that the results were presented to the Senior Management Team. Based upon the results, the team recommends that the mission statement remain as is.

Mike Abril informed the board that the approval of the BSRT program will necessitate a revision to the mission statement to include the baccalaureate degree program in the description of credential levels.

Voting Item: Susan moved to approve the mission statement as is, Carole seconded the motion. All in favor.

- D. Stipend Policy:** John informed the board of the need to put the stipend policy into writing and submitted a request to strike language from the proposed policy that ties the stipend to attendance. He explained that as SJVC gets closer to the 2019 reaccreditation, board members will most likely have to attend more than four meetings per year.

Voting Item: John moved to approve the policy with the proposed revisions, Mark Carole seconded the motion. All in favor.

- E. Annual Evaluations:** Crystal informed the board that a link to the annual evaluations will be emailed to them. Members were requested to complete the evaluations by July 1, 2016.

There being no further business, the meeting adjourned at 8:32 p.m.

SJVC will be a recognized community leader in transforming lives, achieving exceptional graduation and placement rates for a growing and diverse student population.

Securing our vision by 12.2019 will see SJVC achieving:
70% graduation rate
75% graduate placement

Needed to realize our vision

Our Success

Increase SJVC Presence

Ensure Financial Stability

Ensuring success and financial strength

Student Success

Achieve Academic Success

Achieve Professional Success

That deliver value to our students

Quality Education

Increase Campus & Program Offerings

Enroll Capable Applicants

Achieve Course Success

Ensure Career Readiness

To excel at the strategic processes

Employee Success

Attract High Performing People

Enhance Employee Capabilities

Cultivate High Performance Culture

We will empower our people



San Joaquin Valley College Board of Governors Meeting March 9, 2017	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	In-person: Mark Perry, Mike Perry, John Swiger, and Jill Sozinho By telephone: Susan Good and Marlea Lyon
ABSENT	Carol McLellan
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Adrianna Ruiz, Campus Director (Porterville) Anthony Alejandro, Campus Director (Modesto)
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 5:05 p.m. by John Swiger.

- II. **BOARD RECOGNITIONS:** John informed the board that this quarter’s recognition award is going to the Bakersfield Campus’ Clinical and Administrative Medical Assisting Club for their involvement in community service. Due to scheduling constraints, Mary Phillips - the recipient of the award, was unable to attend the meeting. Crystal will invite her to attend the next BoG meeting for purposes of receiving this award.

- III. **INTRODUCTION OF NEW CAMPUS DIRECTORS:** Mike Perry introduced two newly appointed SJVC campus directors to the BoG.
 - A. **Adrianna Ruiz:** Has been with SJVC for eight years and has served in various capacities within Career Services. She is currently the Director of SJVC’s newest campus in Porterville, CA. Adrianna reported that the community is very excited

about the new campus and informed the board that advertising for the three program offerings began this week (Business Administration, Medical Office, and Medical Assisting). Classes are scheduled to start on May 15th. Adrianna informed the BoG of various community activities and events she and her team are participating in to increase awareness of the new campus.

- B. Anthony Alejandro:** Has been with SJVC for two years as an Enrollment Services Director and has extensive industry experience through his previous employment at Heald College. Anthony informed the BoG that he intends to focus on the campus' academics and retention; his goal is to reach a census of 400 students by 2018.

After the introductions were made, the campus directors left the meeting. Mike then informed the BoG that a vote needs to be taken to ratify the appointments of these two new directors (board bylaw 4.3.4).

Voting Item: Mike Perry moved to ratify the appointment of Adrianna Ruiz and Anthony Alejandro to the position of Campus Director. Jill seconded the motion. All in favor.

- IV. AKT PRESENTATION:** Tabled to a future meeting.

- V. ONLINE TASK FORCE:** Carole Brown gave the BoG an overview of the rationale behind the creation of this task force (low online graduation and placement rates). To improve in these areas, a committee of academicians and representatives from online and student support services met and developed a quantified vision statement for online (50% graduation rate and 70% placement for the period of January through June 2018) along with four strategic initiatives for improvement: 1) restrict recruiting resources by state, 2) eCourse shopper, 3) online graded orientation, and 4) online remediation plan. Each strategic initiative is described in detail in the attached handout.

- VI. STRATEGIC PLANNING UPDATES:** In Nick Gomez' absence, Joseph Holt informed the BoG that the 2019 Strategy Map has been vetted by appropriate stakeholders (campus and corporate directors) and is now before the board for final approval and implementation. He also informed the BoG that a balanced scorecard has been created for the revised Strategy Map. A copy of both the map and the scorecard were provided to the BoG.

Voting Item: Mark Perry moved to approve the 2019 Strategy Map and corresponding scorecard. Jill seconded the motion. All in favor.

- VII. NEW SJVC POSITIONS:** John informed the BoG that he met and discussed the new position of Campus President with Mike Perry before the board meeting. John relayed to the BoG that he continues to have questions about the reporting structure for this

particular position and would like to see some data substantiating both the need for and the effectiveness of the position. As such, Nick will be asked to present this information to the full board at the next BoG meeting.

- VIII. GAINFUL EMPLOYMENT UPDATE:** Joseph informed the BoG of the latest update published by the U.S. Department of Education that extended the deadline to appeal the earnings data for GE impacted programs to July 1st (rather than mid-March). As SJVC had not filed an appeal, this extension is favorable for us in that it allows additional time to gather salary data on the impacted programs as well as continue to enroll students in the degree programs.

Joseph also informed the BoG of two pending state bills (AB 1619 and AB 1611); one of which is a derivative of the federal GE legislation; whereas, the other seeks to require 70% placement under new placement definitions. An institution's state authorization would be based upon the ability to meet the various elements of both proposed bills. Joseph informed the BoG of SJVC's work to exert influence in these two matters.

- IX. 2016 YEAR-IN-REVIEW:** All BoG members confirmed that they received a copy of the report. As not all members had the opportunity to review the document in advance of the meeting, decision was made to table any discussions about its content until the next BoG meeting.

- X. SENIOR ACCREDITATION:** Mike Perry, Mike Abril, and Crystal presented a proposal to the BoG recommending that SJVC pursue Eligibility with the WASC Senior Colleges and University Commission. The rationale for pursuing senior accreditation was presented in the handouts distributed for this meeting (see attached) as well as through the delivery of this presentation.

Mike Abril gave an overview of SJVC's history in pursuing senior accreditation, and, more recently, the initiative to gain approval for one baccalaureate degree program through the junior commission. He then gave an overview of the recent challenges faced by the junior commission in their recognition process, including the restoration of their scope to accredit one baccalaureate degree per accredited institution and their future plans to have this scope increased to more than one baccalaureate program per institution (timeline of 18 months). While ACCJC's restored scope will allow the Commission to approve SJVC's pending Baccalaureate Degree Completion in Respiratory Therapy, there is currently unmet need for additional baccalaureate degree programs in SJVC's academic disciplines. With an accreditor that currently only has authority to grant one baccalaureate degree and in light of the initiative to deliver a Physician's Assistant program (which must be offered at the Master's degree level), accreditation with WASC Senior is the clear pathway forward.

Crystal gave an overview of the steps in this process as well as the anticipated changes that need to be made to comply with the senior commission's Policy on Independent Governing Boards and the other action item (augmentation of the Vision Statement). She also discussed the potential timeline for completion of the eligibility application and emphasized that the timeline would be determined; in large part, on the implementation of the necessary BoG changes. To that end, one of the handouts distributed to the BoG was an overview of the senior commission's requirements for governing boards.

Mike Perry led a board discussion on how the board can demonstrate compliance with these requirements as well as specific changes that need to be made for compliance purposes. He then explained that – based upon where the institution is in its current accreditation cycle (1 ½ years from comprehensive visit) and in light of the increased board requirements and expectations of the senior commission, it is conceivable that board members will, in turn, have increased responsibilities. Mike asked all board members to consider their future ability to commit their time and expertise to the institution. Mike then asked that the board to take a vote on this proposal.

Voting Item: Jill moved to approve the recommendation that SJVC pursue senior accreditation through the submission of an Eligibility Application. John seconded the motion. All in favor.

XI. BOARD BUSINESS

A. BoG Terms: Mike Perry led the BoG in a discussion concerning the language of our current bylaws on length of terms and term limits. The board recommended that the bylaws be modified to remove the cap on term limits; a modified version will be presented to the BoG at their next meeting for consideration and approval.

B. Review/Approval of BoG Meeting Minutes: Board reviewed and took action on minutes from the December 8, 2016 board meeting.

Voting Item: John moved to approve the minutes as submitted. Mark seconded the motion.

C. Report by the Academic Oversight Committee: John and Jill informed the BoG of their recent meeting where they reviewed the Registered Nursing and Pharmacy Technology program review reports. They noted the following:

- i. Registered Nursing:** Committee noted that the program had a slight dip in graduation rates (79% to 70%) and that employer survey results indicated a lack of clinical and critical thinking skills in SJVC graduates. The committee intends to seek answers on the reasons for the declining graduation rate and whether employers have consistently provided this input or whether it was a one off.

- ii. **Pharmacy Technology:** Committee noted that the Ontario program's 5-week retention was significantly lower than the other campuses whether this program is offered. The committee also noted that attendance is declining across the board. The committee will reach out to CAO staff for an explanation on these areas as well.

The committee also informed the BoG that the program review process has been revised to an asynchronous, computer-based process versus a face-to-face meeting. John explained that this change was made to increase faculty participation and support diversity of input among stakeholders such as career services, admissions, etc.

- D. **Professional Development:** Mike Perry and Crystal asked the board to identify potential professional development opportunities for this year. They also informed the BoG of their plan to see if Dr. Ralph Wolff will provide board professional development.
- E. **San Diego Campus and Dental Hygiene Program:** Mike Perry informed the BoG that the Senior Management's previous recommendation to close the campus and teach-out the program is being reconsidered and asked for board support of the same. Mike explained that SJVC's lease on the campus facility expires at the end of 2018 and the last Dental Hygiene cohort will graduate in November 2017. In an attempt to use (rather than sub-lease the facility), Mike suggested that there may be other opportunities in the San Diego market to provide a different program mix. He emphatically stated that unless a Dental Hygiene school in that area closes there is no opportunity to continue offering the program in this market. As such, he also asked the board for their approval to discontinue enrollments in the program. Lastly, Mike discussed the possibility of transferring the San Diego Campus' Dental Hygiene CODA approval to another existing SJVC campus or possibly a new location.

Voting Item: John moved to approve the period of non-enrollment of Dental Hygiene students and evaluate other options for the San Diego Campus. Jill seconded the motion. Susan abstained from the vote due to her position as volunteer Vice President of the Dental Hygiene Committee of California and her appointment as public member to the Committee by Governor Brown. All others were in favor.

- F. **Fifth Board Meeting of 2017 and 2018 BoG retreat:** Due to the campus visit scheduled for August 2017, Crystal asked the BoG if they were willing to have a fifth board meeting this year. All agreed that it is necessary and decided upon the date of September 7, 2017.

Crystal presented a proposal for a weekend BoG retreat at Avila Beach; spouses/significant others are welcome to attend. The actual retreat will be on a Saturday morning from 8:30 – 11:30 with an all-board dinner on Friday or Saturday.

Potential dates were presented and discussed; all agreed to hold the retreat on February 23-25, 2018.

G. Ad Hoc

- i. John informed the BoG that he sent an email to the Campus Directors asking how the BoG can be more involved in campus life. He stated that he received some feedback that includes being a graduation speaker or serving on committees. John will work with the CD's to provide this support.
- ii. Mark informed the BoG of SJVC's upcoming 40th anniversary celebration. Crystal will send out information to all board members.

There being no further business, the meeting adjourned at 7 p.m.

Area 1 Responsibility for Curriculum

As content experts, the faculty is responsible for establishing quality and improving the instructional courses and programs within their areas of responsibility and expertise. This may be accomplished through:

- Identification of appropriate competency levels and measurable student learning outcomes at the course, program, and institutional levels
- Development and evaluation of courses and programs
- Alignment of classroom curriculum with current course SLOs
- Ensuring accurate outcome data is being collected for each course taught

Area 2 Responsibility for Teaching and Learning

To ensure delivery of high quality instruction and that all programs are offered at appropriate levels of breadth, depth, rigor, sequencing, time to completion, and synthesis of learning, the faculty is responsible for:

- Performing essential duties and responsibilities as outlined on current job description
- Delivering engaging instruction for student mastery of course and program learning outcomes
- Providing recommendations related to the criteria used to determine that programs are offered at the collegiate level
- Producing student learning outcomes

Area 3 Responsibility for Assessment of Learning

To ensure the continuous quality improvement of courses and programs and to increase student learning, faculty are responsible to assess student achievement of student learning outcomes at the course, program, and institutional levels and use assessment results to identify and implement improvements. This is accomplished through:

- Reviewing course outcome data on a weekly basis
- Adjusting course content and delivery based on outcome data
- Reviewing effectiveness of course assessment tools upon completion of each course

Area 4 Responsibility for Academic and Professional Development

As content experts, the faculty is expected to stay current in their respective areas of responsibility and expertise and to use their knowledge to support the achievement of the College's mission and goals as well as to address identified teaching/learning needs. This may be accomplished through:

- Mentoring other faculty members
- Regular participation in professional development opportunities
- Organization, implementation and/or facilitation of professional development opportunities
- Establishing and maintaining effective collaborative working relationships with colleagues and other College personnel
- Maintaining current knowledge in the field, vocation or profession

Area 5 Responsibility to Program

The faculty is required to regularly evaluate the relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans of the courses and programs within their areas of responsibility and expertise. This is accomplished through:

- Analyzing program assessment data quarterly
- Attending department and division meetings
- Participation in Academic Program Review
- Participation in Curriculum Conferences
- Participation in advisory board meetings
- Fulfilling administrative responsibilities at the program level

Area 6 Responsibility to Service Departments

To ensure that students are offered services that meet their identified needs and enhance a supportive learning environment, the faculty is responsible for providing input and/or recommendations for improvement to Non-Instructional Student Service Departments. This may be accomplished through:

- Participation in Non-Instructional Student Services Program Reviews
- Engaging in effective dialogue with members of Non-Instructional Student Services Departments and Campus Administration concerning the quality and effectiveness of services that support student access, progress, learning and success and identifies/recommends specific improvements
- Providing information that will assist Non-Instructional Services Departments with the selection of appropriate educational equipment and materials required to facilitate and support the teaching/learning process

Area 7 Responsibility to Campus

To ensure the effective operation and productivity of each campus, the faculty is responsible to:

- Fulfill administrative responsibilities at the campus and course levels
- Sponsor or supports student organizations
- Participate in diversity and community projects sponsored by the campus
- Attend faculty meetings

Area 8 Responsibility to College

The faculty is responsible for contributing to the achievement of the College's mission and goals; participation in institutional responsibilities and other activities appropriate to their expertise. This may be accomplished through:

- Compliance with College policies and procedures
- Contribution to the College shared governance process through committee/focus group membership
- Contribution to the College shared governance process by contributing to surveys and open dialogue
- Fulfilling administrative responsibilities at the college level



**Board of Governors
Electronic Vote
September 9, 2011**

Chair:	Matt Kneeland
Members:	Mike Perry Mark Perry Carol McLellan Nina Clancy Joanne Farnsworth Susan Good
Secretary/ Recorder:	Crystal VanderTuig
Electronic Vote (Board Bylaw 3.2)	
Review and approval of the revised Statement of Faculty Responsibilities	

Review and approval of the revised Statement of Faculty Responsibilities: The revised Statement of Faculty Responsibilities was distributed to Board members on September 7, 2011 for review and approval. On September 9th, at the direction of the Board of Directors, an electronic vote was initiated to approve the Statement. **Matt Kneeland moved to approve the Statement of Faculty Responsibilities, Susan Good seconded the Motion. All agreed.**