

WASC Visit Fact Sheet

*Glossary of Important Terms, Processes and Information for the SCE
WASC Self-Study Visit in March 2011*

- **WASC:** Western Association of School and Colleges.
- **ACS:** Accrediting Commission for Schools; SCE is accredited under this division of WASC. The colleges are accredited under the Accrediting Commission for Community and Junior Colleges division.
- **Accreditation Cycle:** Accreditation is granted for a maximum of six years at which time a self-study is conducted, followed by a WASC accreditation visit. SCE was granted initial accreditation in July 2008 with a full self-study WASC accreditation visit to occur on March 14 - 16, 2011.
- **School-wide Action Plan:** Addresses critical areas for improvement that were identified in the previous visit and through the self-study. After the accreditation visit the document will be revised and formally submitted to WASC.
- **10 Accreditation Standards:**
 1. Institutional Mission, Purpose, and Objectives
 2. Organizational Structure
 3. Evaluation and Planning
 4. Educational Programs
 5. Program, Student, and Institutional Outcomes
 6. Student Support Services
 7. Human Resources
 8. Learning Resources
 9. Financial Resources
 10. Physical Resources
- **SLO:** Student Learning Outcome. A statement that clarifies evidence of learning - what a student will know, be able to do, demonstrate as a result of completing the learning objectives of a course.
- **SLO Assessment Cycle:** a cycle which includes writing a student learning outcome statement, assessing the learning outcome by using the SCE Assessment Plan, and Instructional Analysis leading to an effective Course Action Plan.
- **Noncredit Courses:** Free continuing education classes that are financially supported by the state of California through the California Community College system. Students take these classes to learn basic skills, gain employable skills or just simply improve their life with new opportunities. SCE's noncredit classes do not provide credit toward a college degree. Noncredit areas eligible for apportionment include:
 - Elementary and secondary basic skills
 - English as a Second Language
 - Citizenship
 - Programs for Students with Substantial Disabilities
 - Short Term Vocational Programs
 - Programs for Older Adults
 - Health and Safety Education
 - Parenting Education
 - Workforce Preparation Classes

- **Mandated Programs Funded by Apportionment Offered by SCE:** Free classes including Adult Basic Skills (which includes the High School Diploma and Learning Centers), English-as-a-Second Language (ESL), U.S. Citizenship, Parenting, Health and Safety, Older Adults Program, Short-Term Vocational, Programs for Students with Disabilities, and Workforce Preparation.
- **Community Education:** Fee-based (tuition) courses that are self-sustaining and not financially supported by the state of California. Examples include, but are not limited to: Kids' College and Teen Program, Foreign Language, Financial Planning, Online Classes, Clothing Design, Art, Dance and Physical Fitness.
- **Contract Education:** Classes funded by employers for their employees; courses may be arranged on campus or at the place of employment. Examples of contract education offered by SCE include adult basic education, ESL, basic skills, workplace Spanish, digital media, supervisory/leadership skills, manufacturing training, OSHA compliance, hazardous materials, handling compliance, emergency planning, and green building. Most contract education is provided through TDI.
- **Apportionment:** Funding based on actual number of hours that students have attended class. In other words, the state reimburses SCE for every hour that every student attends. The instructor and class materials are paid for through these funds. If attendance falls below an average of 27 students per class, the cost of the class exceeds the amount reimbursed and therefore must be cancelled. There is no other source of funding to pay for the class.
- **Positive attendance:** The number of hours that are submitted to the state for reimbursement. This is different from the colleges which are funded on a census basis. Attendance is taken in the third week of class. All enrolled students in attendance that week are assumed to continue attending for the semester and that is the basis for the college funding.
- **Open-entry/Open-exit Enrollment:** Classes in the ESL, high school diploma, open computer labs, disabled student & services program, and some in the older adults' program have an open enrollment policy. Students can enroll and drop at any time.
- **Participatory Governance:** A process by which all interested parties can provide input into decision-making.
- **Stakeholders:** Key groups that have a strong, vested interest in SCE. These groups can be part of the District or the community.
- **CCCCO:** California Community College Chancellor's Office.
- **Board of Trustees:** The seven member body that governs NOCCCD, including the two credit colleges – Cypress College and Fullerton College – and the School of Continuing Education. All policies and procedures approved by the Board of Trustees must be adhered to throughout the District.
- **Strategic Plan:** The document created by Provost's Cabinet that details school-wide goals in the areas of instruction, student services, District-wide collaboration, community relations, leadership/decision making, facilities/technology, and marketing/partnerships/grants and fundraising. SCE goals are typically in alignment with the NOCCCD Strategic Plan; the document is reviewed and updated on an annual basis.
- **MyGateway:** NOCCCD's web portal. The portal is the gateway for students to apply, register, and manage their classes for the three schools within the District. Examples of features include faculty ability to create

class web pages, employee ability to research their benefits, and member ability to create groups to efficiently communicate.

- **iTendance:** SCE's web-based faculty timecard and class roster collection system.
- **DREAM Team:** This SCE workgroup was created to collaborate on Data, Reports, Evaluation, Accountability, and Measurements.
- **Provost's Cabinet:** The participatory governance body for SCE. The cabinet is comprised of managers, classified staff, full-time faculty, adjunct faculty and meets on the third Tuesday of each month at 3:00 p.m. at the Anaheim Campus.
- **BRIC Grant:** Building Research, Information, and Cultures (BRIC) Initiative. SCE is one of 15 schools, and the only noncredit program, throughout the state to be selected to receive this technical assistance. The funding is provided by the RP Group, a nonprofit organization aimed at providing leadership in research, planning and assessment in the California Community Colleges.
- **Annual Report:** Produced by the Public Information Office to details strategic plan accomplishments and student success outcomes for SCE's prior fiscal year. This document is presented to the NOCCCD Board of Trustees annually in December.
- **CurricUNET:** The software used to submit, review, edit and approve curriculum. CurricUNET is used at all three NOCCCD schools as well as at the CCCC.
- **Equivalency:** The process by which a prospective faculty member is evaluated for a position when s/he does not hold the prescribed academic credentials.
- **Title 5 of the California Code of Regulations:** Often referred to as simply Title 5, this code of regulations is governs all facets of school operation.
- **Student Code of Conduct:** The Board approved guidelines for student behavior and consequences for infractions.
- **Program Review:** A formal process using data and prescribed strategies to evaluate the effectiveness of instructional and student services programs.
- **TABE:** Test of Adult Basic Education; SCE received full approval for the use of TABE for the noncredit high school diploma in May 2009 as a locally-managed assessment instrument. Obtaining CCCC approval required extensive research by Dr. Venette VanDuyn, Research Analyst. SCE was the first noncredit program in the state to receive such approval.
- **CASAS:** Comprehensive Adult Student Assessment System; SCE uses this assessment instrument for the ESL, Basic Skills, and DSPS programs to measure student progress. Funding can be attached to student attainment of benchmarks.
- **FTES:** Full-Time Equivalent Student; refers to the number of hours that a full-time student would attend classes. This equates to approximately 525 hours of attendance. For example, a group of students attending a total of 525 hours among them would translate to one (1) FTES.

- **FTES Target/Cap:** For fiscal year 2009-2010, SCE's FTES target was 6251. Any course offerings that generate FTES beyond this target are unfunded which means that neither the District nor SCE would receive any funds to offset these additional expenses.

- **Economic Development:** The Training, Development and Innovation (TDI) center serves as the economic development arm for the District. Four economic development centers are operated by TDI, each of which specializes in different skill areas. In addition, SCE operates a two-year project aimed at the workforce needs of the medical devices industry:
 - **Center for Applied Competitive Technologies (CACT) Affiliate:** Focuses on business improvement in advanced manufacturing processes and new technologies.
 - **Orange County Digital Media Center (OCDMC):** Provides hands-on training of cutting edge software relevant to the digital product design, fine arts, and web development industries.
 - **Regional Environmental Business Resource and Assistance Center (REBRAC):** Specializes in homeland security, environmental health and workplace safety, and regulatory compliance, assessments, and training.
 - **Workplace Learning Resource Center (WpLRC) Affiliate:** Concentrates on workforce organizational and personnel development, transferable skills enhancement, and career assessment and testing.
 - **Medical Devices Industry Job Development Initiative Fund:** A grant-funded special project aimed at improving incumbent and new worker job skills in the booming medical devices industry of Orange County, through curriculum development and training.

- **Career Technical Education (CTE):** CTE certificates offered by SCE include, but are not limited to: Administrative Assistant, Early Childhood Education, Management, Medical Assistant: Front Office, Medical Device: Quality Assurance, Pharmacy Technician, and Project Management.

- **SCE Funding Sources:** SCE's budget consists of many sources of funding:
 - **Extended Day:** Budget used to support adjunct faculty costs for apportionment course offerings.
 - **Categorical Programs and Grants:** Budgets restricted in terms of how they can be used and often require specific objectives or outcomes to be met. Examples of categorical programs include Basic Skills, Matriculation, Disabled Student Programs, TDI grants, Perkins grant (CTE), ESL Program (AEFLA, EL Civics) and more.
 - **One-time Funds:** State funds that are restricted and designed to support the needs in specific categories. An example of this is the Lotto allocation, which is used for instructional supplies.
 - **General Fund-Operating Allocation:** Budget that covers standard business expenses such as copier maintenance agreements, software license renewals, supplies, class schedule production/distribution, mileage, travel, phone expenses, and more.

SCE Facts & Information

- The School of Continuing Education (SCE) is part of the North Orange County Community College District, which includes credit schools Cypress College and Fullerton College.
- What was to become SCE was established as Adult Education in 1930 as part of the Fullerton High School District.
- SCE is the fourth largest noncredit program in California.
- SCE is accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC).
- SCE offers four terms per year:
 - Winter Trimester (12 weeks): January - March
 - Spring Trimester (12 weeks): March - June
 - Summer Term (6 weeks): June – August
 - Fall Trimester (12 weeks): September - December
- SCE Academic Senate is one of only two noncredit senates in the state.
- SCE employs 23 full-time faculty positions: 17 teaching faculty and six counselors, as well as approximately 400 part-time faculty.
- SCE employs 22 Managers (both general and grant-funded; includes three Deans and the Provost).
- SCE employs 82 Classified Staff members.
- SCE employs one Confidential Staff member.
- SCE has three continuing education centers in Anaheim, Cypress, and Wilshire (Fullerton).
- SCE provides instruction at approximately 160 off-campus locations at community-based sites such as senior centers, community centers, elementary schools, etc.
- SCE served over 47,943 unduplicated students in 2009-2010.
- SCE offered approximately 1,000 courses each trimester in 2009-2010.
- SCE generated 6,677 Full-Time Equivalent Student (FTES) hours in 2009-2010.
- SCE's Older Adults Program served 14,301 students in 2009-2010.
- SCE's ESL Program served 12,820 students in 2009-2010.
- SCE has three English-as-a-Second Language (ESL) computer learning labs, one at each campus location.
- SCE has three High School Diploma Program labs, one at each campus location.
- SCE has three Learning Centers (tutoring/basic skills labs), one at each campus location.
- SCE has a Business/Computer Skills lab at the Anaheim Campus.
- SCE has a 66-seat assessment center at the Anaheim Campus.
- SCE has a high-tech adaptive computer lab for disabled students located at the SCE Cypress Center.
- SCE Kids' College and Teen Program classes are designed to provide children with specialized academic and/or positive enrichment activities outside of the regular classroom experience. SCE offers over 200 courses each term.
- SCE hosts the Training, Development, Innovation (TDI) business resource center with four economic development grants to provide training and contracted services programs in the community college system in the areas of digital media, medical devices, and environmental compliance/health/safety/homeland security. 500 online classes (fee-based) are offered through TDI each term.
- SCE's Pharmacy Technician Certificate Program is accredited by the American Society of Health-System Pharmacists.
- In 2009-2010, SCE awarded 435 students with their high school diplomas.
- In 2009-2010, SCE awarded 272 Career Technical Education certificates in the areas of Administrative Assistant, Early Childhood Education, Management, Medical Assistant: Front Office, Medical Device: Quality Assurance, Pharmacy Technician, and Project Management.