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### Getting Started – 2019 Annual Report

This document is provided to assist you in completing the ACCJC 2019 Annual Report, which will be submitted electronically. You will be using data from Fall 2018 and the two previous fall semesters to complete this report, except where specified otherwise. Attached are the report questions you may use to prepare before completing the report online.

1. The Chief Executive Officer (CEO) and the Accreditation Liaison Officer (ALO) will each receive e-mail instructions with an individually assigned username and password. The Commission requires the CEO to certify that the information provided in the form is accurate and then to submit the form.
2. If necessary at the institution, the password may be changed using the “Update Profile” link once you have logged into the report. Please note that ACCJC staff are not able to retrieve lost passwords if they have been changed.
3. Please do not share your login information. Instead, you may create two additional accounts in the “Update Profile” for others who are designated to assist in completing the Annual Report.
4. Only the CEO can submit the final version of the Annual Report. The CEO will use his/her separate username and password for submitting the report.
5. You may download copies of this document from the Annual Report login screen by clicking the “Getting Started” link near the bottom of the login screen.
6. Some questions have “[Read Additional Instructions]” pop-up windows that contain important details to assist in accurately providing the requested information.
7. If you need to skip a question because you do not have all the information or need to validate data, a “skip” button is provided. The report form will retain any information that is entered and mark the question as “skipped” so that you will be able to more easily find it at a later time to complete and submit the answer. If you need to go back to a previous question, use the “Review Prior Question” button.
8. If a question is not applicable, please enter n/a in that box.
9. You may edit your answers as many times as you wish until the CEO performs the “Final Submission” of the Annual Report. Upon the final submission, e-mail notifications will be sent to the ALO and the institution’s CEO with a copy of the final report. Please be sure to retain a copy of the final report for your college files.
10. The report must be submitted by **April 5, 2019**; however, if additional time is required to obtain specific data, please e-mail ACCJC at [support@accjc.org](mailto:support@accjc.org). If any changes are required after you have submitted the report, please call the Commission office at 415- 506-0234.
11. If you have any questions about the form, please call or e-mail the ACCJC.

## 2019 Annual Report Questions

### Report Information

1. Confirm your College Information
2. Name of individual preparing report:
3. Phone number of person preparing report:
4. E-mail of person preparing report:
5. Type of Institution (select one)
  - California Community College
  - Pacific Islands, Public Institutions
  - Private and Proprietary College

### Headcount Enrollment Data

6. Total unduplicated headcount enrollment:
  - Fall 2018:
  - Fall 2017:
  - Fall 2016:
- 6a. Percent change 2016 to 2017: *(automatically calculated - do not edit)*   
Percent change 2017 to 2018: *(automatically calculated - do not edit)*

6b. If your institution experienced more than a one-year increase (or decrease) of 50% or more, or 40% or more in two consecutive years, please explain: *(the textbox ONLY appears if the conditions noted above occur in the auto-calculations)*

[Additional Instructions: Unduplicated headcount should be based on the credit and non-credit enrollments when the general enrollment period ends (may be referred to as first census date).]

7. Total unduplicated headcount enrollment in degree applicable credit courses:
  - Fall 2018:
  - Fall 2017:
  - Fall 2016:

7a. Please list any individual program which has experienced a 50% increase or decrease in the last year.

## Distance Education and Correspondence Education

8. Total unduplicated headcount enrollment in all types of distance education: Fall 2018:

Fall 2017:

Fall 2016:

8a. Percent change 2016 to 2017: *(automatically calculated - do not edit)*

Percent change 2017 to 2018: *(automatically calculated - do not edit)*

8b. If your institution experienced more than a one-year increase (or decrease) of 50% or more, or 40% or more in two consecutive years, please explain: *(the textbox ONLY appears if the conditions noted above occur in the auto-calculations)*

[Additional Instructions: Provide unduplicated enrollment numbers in distance education courses. Distance Education is defined as education that uses technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. Courses in which all the class hours are face to face, but some material is posted online, are NOT DE courses.]

9. Do you offer Correspondence Education?

*(If no, move to item #10)*

Yes	No
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9a. Total unduplicated headcount enrollment in all types of Correspondence Education: Fall 2018:

Fall 2017:

Fall 2016:

9b. Percent change 2016 to 2017: *(automatically calculated - do not edit)*

Percent change 2017 to 2018: *(automatically calculated - do not edit)*

9c. If your institution experienced more than a one-year increase (or decrease) of 50% or more, or 40% or more in two consecutive years, please explain: *(the textbox ONLY appears if the conditions noted above occur in the auto-calculations)*

[Additional Instructions: Provide unduplicated enrollment numbers in correspondence education courses. Correspondence education means education provided through one or more courses under which the institution provides instructional materials (print or other media), by mail or electronic transmission (including transmission via learning management system), including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced within a set period of time. Online courses or online portions of courses which primarily involve "paperwork" — such as reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments— will fall within

the definition of correspondence education rather than distance education. If the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the USDE definition. See definition of distance education in question 11 above.]

**Federal Data**

10. List the Graduation Rate per the US Education Department College Scorecard for FY 2017/18

[Additional Instructions: The US Education Department College Scorecard can be found by visiting the following website. <https://collegescorecard.ed.gov/> On the website, click on ‘Name’ and enter your institution’s name for the information. ]

11. If your college relies on another source for reporting success metrics, please identify the source (**select one**).

- CCCCO Student Success Metrics dashboard (Scorecard)
- Student Achievement Measure (SAM)
- Voluntary Framework of Accountability (AACC)
- College established dashboard
- Other (type in option)
- N/A

**Institution Set Standards for Student Achievement**

**Course Completion Rates**

	FY 15/16	FY 16/17	FY 17/18
12. List your Institution-Set Standard (floor) for successful student course completion rate:	%	%	%
12a. List your stretch goal (aspirational) for successful student course completion rate:	%	%	%
12b. List the actual successful student course completion rate:	%	%	%

[Additional Instructions: The successful course completion rate is calculated based on the number of student completions with a grade of C or better divided by the number of student enrollments.]

**Certificates**

	FY 15/16:	FY 16/17:	FY 17/18:
13. List your Institution-Set Standard (floor) for the number of certificates awarded:			
13a. List your stretch goal (aspirational) for the number of certificates awarded:			
13b. List actual number of certificates awarded:			

[Additional Instructions: For purposes of this report, include only those certificates which are awarded with 16 or more units.]

**Degrees**

**Associate Degree (A.A./A.S.)**

14. List your Institution-Set Standard (floor) for number of degrees awarded:

FY 15/16:	FY 16/17:	FY 17/18:

14a. List your stretch goal (aspirational) for number of degrees awarded:

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14b. List number of actual degrees awarded:

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15. Does your college offer a Bachelor’s Degree (B.A./B.S.)?

Yes	No
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[If no, move to item #16]

**Bachelor’s Degree (B.A./B.S.)**

15a. List your Institution-Set Standard (floor) for number of degrees awarded:

FY 15/16:	FY 16/17:	FY 17/18:

15b. List your stretch goal (aspirational) for number of degrees awarded:

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15c. List number of actual degrees awarded:

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**Transfer**

16. List your Institution-Set Standard (floor) for the number of student s who transfer to a 4-year college/university:

FY 15/16:	FY 16/17:	FY 17/18:

16a. List your stretch goal (aspirational) for the number of students who transfer to a 4-year college/university:

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16b. List actual number of the number of student s who transfer to a 4-year college/university:

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**Licensure Examination Pass Rates**

17. Examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:

Program	Exam (National, State, Other)	Institution-Set Standard (%)	FY 15/16 Pass Rate (%)	FY 16/17 Pass Rate (%)	FY 17/18 Pass Rate (%)

[Additional Instructions: Please only list each program for which a license examination is required to qualify for employment, and where there were at least 10 students who completed the program in the designated year. State the institution set standard for expected licensure examination pass rates. Also state the pass rate of students who took the examination.]

**Employment rates for Career and Technical Education students**

18. Job placement rates for students completing certificate programs and CTE (career-technical education) degrees:

Program	Institution-Set Standard (%)	FY 15/16 Job Placement Rate (%)	FY 16/17 Job Placement Rate (%)	FY 17/18 Job Placement Rate (%)

[Additional Instructions: Please only list each program where reliable data is available and where there were at least 10 students who completed the program in the designated year. State the institution set standard for job placement rates. Also state the job placement rate, as measured in the year following graduation, of students who graduated from the program.]

19. Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit).

NOTE: The Annual Report must be certified as complete and accurate by the CEO. Once all the questions have been answered by the ALO, there will be an option to send an email notification to the CEO that the report is ready for certification. The CEO will be able to login and certify the answers. Only the CEO may submit the final Annual Report.

- End of Annual Report -