Accreditation Highlights
Our college community has worked diligently to address ACCJC/WASC’s recommendations. The results of this very important work will help improve our institutional effectiveness and provide even greater support for our students' success in achieving their educational goals. Below is a list of highlights of our accomplishments in addressing the recommendations.

Recommendation #1
Planning and Resource Allocation
- Completed all major plans:
  - Updated Educational Master Plan Recommendations February 2012
  - COM Assessment Plan 2012
  - COM Distance Education Plan 2012-2015
  - COM Facilities Plan 2012
  - COM Staffing Plan 2012
  - COM Technology Plan 2010-2017
  - COM Revised Integrated Planning Manual
  - COM Strategic Plan 2012-2015 (BOT reviewed and will approve at November meeting)
    1. Enrollment Management
    2. Instructional Technology
    3. Distance Education Plan
    4. Professional Development for Institutional Technology
    5. Student Success Initiatives
    6. Teaching and Learning Strategies
    7. K-12 Community Partnership
    8. Facilities Plan
    9. Technology Plan
    10. Assessment, Program Review, and Resource Allocation
    11. Fiscal Stability and Economic Development Plan
    12. Financial Planning and Budgeting
    13. Communication with Community
- Completed integrated planning process review
- Completed strategies for improvement based on research, assessments, and other data
- Completed overall institutional planning, including program review and resource allocation
- Completed effectiveness evaluation
Recommendation #2
Student Learning Outcomes (SLOs)
Completed and implemented SLO Assessment Plan for Instruction/Library/Student Support Programs, which includes:
- Identification of measurable SLOs for student services, library, courses, degrees, and college wide/GE
- Assessment of SLOs
- Incorporation of SLO assessments into program planning
- Incorporation of SLO assessments into resource allocation
- Improvement of student learning

Recommendation #3
Distance Education (DE) Accomplishments:
- Allocated resources for the DE Program
- Enhanced DE infrastructure and sustainability
- Improved quality of the DE curricula
- Developed the *College of Marin Distance Education Plan 2012-2015*

Recommendation #5
Student Services—Night, Online, and IVC:
- Expanded evening service hours at KTD
- Expanded student service hours at IVC, days and evenings
- Expanded services for DE and online students district wide
- Implemented full range of IVC library services, to include permanent signage

Recommendation #7
Completed *Sustainable Facilities Plan 2012*, which includes:
- Projects—past, present and future
- Role of governance in planning
- Links to *Educational Master Plan 2009-2019*
- Database on two pilot projects

Recommendation #8
Completed *2012-2017 Technology Plan*, which includes:
- Sustainable plan for technology acquisition, maintenance and replacement completed
- Completed broad participation in development
- Completed timeline for 33 initiatives over 5 years
- Links to *Educational Master Plan 2009-2019*
Recommendation #9  
Board of Trustees  
Addressed the following ACCJC standards regarding:  
- Board Policies/Procedures (98 percent complete)  
- Timely decision making  
- Acting as a whole  
- Supporting superintendent/president’s authority  
- Developed planning calendar  

Participation on Meeting the Recommendations  
- Over 100 faculty, staff, students, and administrators served on 13 committees  
- Course outlines, degrees, and certificates updated  
- Over 60 SLO matrices created  
- Program Reviews completed and processed  
- Student Services SLO was developed, assessed, analyzed; and program reviews completed  
- Internal and external surveys administered  

The accreditation visiting team, led by the Chancellor of the Peralta Community College District Dr. Jose Ortiz will be on campus November 7 and 8. Dr. Ortiz will be joined by Interim Dean of Library Resources and Community Education for Allan Hancock College Ms. Nancy Meddings, and Dean of Research and Planning for Ohlone College Mr. Mike Bowman. Many thanks go out again to everyone who has worked so hard over the past year(s) in addressing the ACCJC/WASC standards and recommendations.
Important Information Regarding the Cycle for Budget Allocation Process
Do you know how the results of program review (including student learning outcomes) move through the Participatory Governance System? *(The answer is illustrated below.)*

Answer:

![Diagram](image-url)

The Process of Resource Allocation

- **Program Review & Student Learning Outcomes**
  - VPs & Administrators
  - PRAC
  - College Community
  - Student Services
    - Disciple/Department Team
    - College Team
- **Instruction**
  - Division Level
    - Dean/Program Director
    - Instructional Equipment Committee
- **Administration**
  - Cabinet

**President**

**PRAC**
Resource Allocation Results

To ensure that everyone in the college community is informed about this year’s resource allocation results (which have previously been communicated to numerous groups at the college), below is a copy of the memo sent August 13, 2012, to the Planning and Resource Allocation Committee (PRAC) listing the initiatives for which funding was approved. Such requests were vetted through the resource allocation process illustrated above in the Process of Resource Allocation chart. For easier reading, the memo is available online at http://www.marin.edu/accreditation/2012/evidence/rec1/PDF/2011-2012FUNDEDREQUESTSLETTERFROMPRESIDENT.pdf.

TO: Planning & Resource Allocation Committee (PRAC)
FROM: David Wain Coon, Superintendent/President
DATE: August 13, 2012
RE: 2012-2013 Funded PRAC Requests

I am pleased to inform you that the following initiatives will be funded beginning with the 2012-2013 fiscal year:

Math Tutors $3,500
Assistant Coach Stipends $11,250
Science/Museum Lab Tech (.5 FTE) $27,402
Instructional Equipment $20,000
Instructional Supplies $25,000
Model UN $1,000
Nursing TEAS V Test $3,500
SS IUC Tutors $3,500
Library $75,000

I have also authorized immediate replacement of the Auto Tech faculty position. For the other faculty teaching requests, I am inclined to wait until we see the results of a potential retirement incentive program.

Let me take this opportunity to acknowledge the important role that PRAC plays in both the college’s integrated planning and resource allocation process. I appreciate the many hours that were committed to vetting and prioritizing the many important requests for resources that emerged through the full and mini program review process. At this time, these particular requests aligned most closely with our most critical student learning and student success priorities. Do not hesitate to let me know if additional clarification is needed or desired.

Many thanks.
Frequently Asked Questions
(October Data Nugget from the Research and Planning Office)

1. **Do you know** how many active college courses there are in our college catalog? *(Answer: 1,184)*
   - Of these active college courses, do you know how many there are with defined Student Learning Outcomes (SLOs)? *Answer: 1,184 (100%)*
   - Of these active college courses, do you know how many there are with ongoing assessment of SLOs? *Answer: 1,184 (100%)*

2. **Do you know** how many college programs COM has? *(Answer: 95)*
   - Of these total programs, do you know how many COM has with defined SLOs? *Answer: 95 (100%)*
   - Of these total programs, do you know how many COM has with ongoing assessment of SLOs? *Answer: 95 (100%)*

3. **Do you know** how many student services programs COM has? *(Answer: 17)*
   - Of these programs, do you know how many have defined SLOs? *Answer: 17 (100%)*
   - Of these programs, do you know how many have ongoing assessment of SLOs? *Answer: 17 (100%)*

4. **Do you know** how many institutional SLOs COM has and what they are? *(Answer: 5)*
   - Written, Oral, and Visual Communication
   - Scientific and Quantitative Reasoning
   - Critical Thinking
   - Problem Solving
   - Information Literacy

5. **Do you know** how many student services division-level SLOs COM has and what they are? *(Answer: 4)*
   - Identify and use college resources that support student success
   - Identify and commit to educational goals
   - Develop effective planning skills that support educational goals and lifelong success
   - Demonstrate self-advocacy
6. **Do you know** how many plans or key planning-related documents COM recently has completed and what they are? *(Answer: 8)*
   - Updated Educational Master Plan Recommendations February 2012
   - COM Assessment Plan 2012
   - COM Distance Education Plan 2012-2015
   - COM Facilities Plan 2012
   - COM Staffing Plan 2012
   - COM Technology Plan 2010-2017
   - COM Revised Integrated Planning Manual
   - COM Strategic Plan 2012-2015 (BOT reviewed and will approve at November 2012 meeting)

7. **Do you know** how many trustees on the Board voted to approve COM’s Follow-Up Report 2012 (sent to the Accrediting Commission)? *(Answer: 7 out of 7; 100%).

**Students Install Memorial Plaque in Remembrance of Instructor**
The court reporting department has placed a granite boulder and plaque near the entrance to Building 27 on the Indian Valley Campus in memory of Betty M. Dickey, a former College of Marin instructor who passed away in March of last year. Her students say that Betty changed their lives. She was a great motivator who pushed her students to become confident, competent professionals. There are many court reporters throughout California who credit her with their success. Betty began the court reporting program in 1975. The program grew and flourished under her direction. Her legacy continues today where men and women still have the opportunity to enter an exciting and well-compensated career. Many thanks to our court reporting alumni, students, and colleagues in the industry who contributed to this project.

**Advanced Voice Recital**
*Liederbuch – Art Songs of Hugo Wolf*

**Linda Noble Brown**, Instructor
Monday, November 5, 11:10 a.m.
College of Marin, Kentfield Campus
Lefort Recital Hall (PA 72)
Free Admission, Parking is $3

The Austrian/Slovenian composer Hugo Wolf used the form of the art song to showcase his beautiful late Romantic sensibilities. These songs are packed with lush harmonies and interesting melodies that turn on a dime, really highlighting the depth of emotion. Our singers have taken on this challenge and are offering their very best in this Lieder recital.
COM Office 2010 Migration
Upgrade Your Computer to Office 2010 and Attend a Workshop
In accordance with the Technology Plan, the college is in the process of migrating faculty and staff office computers to Microsoft Office 2010. A number of employees upgraded their computers and attended training during the initial migration phase in June. Although Office 2010 is similar to Office 2007, many people benefit from attending training as some features have changed or moved.

A second series of workshops is scheduled for October and November. Now’s your chance to get Microsoft Office 2010 installed on your office computer and attend training to familiarize yourself with Office 2010 features in Word, Excel, PowerPoint, and Outlook. This workshop will also provide important information about saving and backing up your files on the network.

Workshops are open to all faculty and staff. This workshop meets Objective II.C.3 of the 2012-2017 Technology Plan.

To Upgrade Your Computer to Office 2010:
Submit a TechStream to IT to request that Office 2010 be installed on your office computer.

To Register for a “What’s New in Office 2010” Workshop:
Email Kathleen Kirkpatrick with your choice of workshop date from the list below. Please put "Office 2010 Training" in your subject line and be sure to indicate the date you would like to attend.

Office 2010 Workshop Schedule:
All workshops will be held in BC 101 on the Kentfield Campus unless otherwise indicated. An additional workshop is tentatively scheduled for the January 10, 2013, Professional Development/Flex day. Exact time is to be determined. (Note: This is one workshop repeated several times to provide scheduling options.)

    Monday, October 29  
    2:30 p.m. to 4:30 p.m.

    Friday, November 9  
    10 a.m. to noon

    Tuesday, November 13  
    2:30 p.m. to 4:30 p.m.

    Friday, November 16  
    10 a.m. to noon

    Indian Valley Campus  
    Wednesday, November 28  
    10 a.m. to noon Building 27, Room 125,
**Evening with Owls**

College of Marin Biology Professor **Joe Mueller** will be the master of ceremonies and give a talk on bats at *Evening With Owls*, an event presented by The Hungry Owl Project in conjunction with WildCare. The event will be held Friday, November 2, from 6:30 p.m. to 9:30 p.m. at the Mill Valley Community Center, 180 Camino Alto, Mill Valley. Meet many species of live owls, hawks, and even live bats while you enjoy highly entertaining speakers and the work of wildlife artists. Appetizers, desserts, and drinks will be served. Tickets are $85 per person. Proceeds benefit The Hungry Owl Project. Come and enjoy an evening in the presence and magical spirit of owls. More information is [online](#).

**Meet, Eat, and Be Spooky**

This year’s Halloween classified fundraising event will be held in the Student Services Building, Deedy Staff Lounge on Wednesday, October 31, from 11:30 a.m. to 2 p.m. Lunches will include a hotdog or veggie burger, chips, a drink, and a raffle ticket for $5. Add a second hotdog for $1.50 more. Additional raffle tickets can be purchased for $1 each or five for $4. If you can’t make it in person you can order a lunch for delivery on the Kentfield Campus. Please contact **Laura Cooper** by 11 a.m. on October 31, to order your lunch.

There will be a costume contest with winners chosen for:
- The best individual costume
- The best group costume (Have your whole department dress in theme!)
- The best costume submitted by photo (So the IVC folks can participate if they can’t make it in person). All photos should be emailed to **Laura Cooper** by 11 a.m. Monday, October 31.

Funds raised by the Classified Senate have been used to help fund the classified holiday party, the purchase of the Classified Appreciation Awards, and the purchase of key chains for classified professionals who have worked for the college over 20 years, and much more.

**College of Marin Transfer Day**

On November 5, 2012, from 10 a.m. to 1 p.m., College of Marin will hold its annual Transfer Day in the Student Services Building, Cafeteria. College of Marin students, their families, and members of the community are invited. This free event is open to the public.

More than 35 colleges and university representatives from the UCs, CSUs, independent, online, and out-of-state schools will be on campus to meet with students and provide information about transferring from a community college to a university. School representatives will be on hand to discuss relevant topics such as admission requirements, academic programs, fees, housing, scholarships, and financial aid. These institutions will also highlight majors they offer and provide an overview of campus life.
Students are encouraged to research scholarships and financial aid available, what majors each school offers, what the campus life is like, along with other relevant topics to help make the decision-making transition more successful and less stressful. There will be a wealth of good information at Transfer Day, including expert help from COM’s counseling staff.

**Hooked on Marin Speaker Series—Final Lecture**

College of Marin along with Emeritus Students College of Marin (ESCOM); the Tamalpais Union High School District; and the towns of Larkspur, San Anselmo, and Corte Madera are pleased to present the final lecture of this series of moderated discussions centered around the Marin County experience and influence. Marin’s own Terry McGovern will moderate this session.

**Marin County Rock ‘n’ Roll Music History**

Wednesday, November 28, 7 p.m.
Corte Madera Community Center Hall
498 Tamalpais Drive, Corte Madera

Richie Unterberger leads a discussion featuring local individuals sharing their memories and experiences.

Admission is $15. Purchase tickets and get more information [online](#).

**Seasonal Flu Shots**

Influenza (“flu”) is a contagious disease that can be spread by coughing, sneezing, and nasal secretions. For most people, the flu lasts only a few days and includes symptoms such as fever, chills, cough, sore throat, headache, muscle aches, and fatigue. By getting vaccinated you can protect yourself from influenza and may also avoid spreading influenza to others. The College of Marin Health Center will be offering seasonal flu shots for $20.

Flu shots will be available at the Kentfield Campus, Health Services Portable.
Call (415) 485-9458 for an appointment. Shots will be offered through November while supplies last.

The Health Center is not a Medicare provider and is not able to bill insurance plans. Anyone wishing to receive a shot must be 18 years of age or older. For more information call (415) 485-9458.

Have a great weekend,

David Wain Coon, Ed.D.
Superintendent/President