

Substantive Change Application Form New Location

Directions: This application should be submitted *at least* 45 days prior to the anticipated start date of the change. Applications must be complete and the required fees received in order to be scheduled for review.

Email completed application to substantivechange@accjc.org. Fees must be submitted to ACCJC, 10 Commercial Blvd, Suite 204, Novato, CA 94949

Date of Inquiry: 11/10/17

Anticipated Start Date:
01/18/11*

Institution Name: Woodland Community College

Address: 2300 East Gibson Road

City: Woodland

State: CA

Zip:
95776

ALO Name:

Telephone:

Email:

Title of Application and description of Proposal: **Change of Location and Area Served** Woodland Community College (WCC) established a facility at 99 Ella Road, in Williams, Colusa County that began operations in January of 2011. The facility, Colusa County Campus, offers courses that meet 50% of the requirements for certificates and degrees (See **DOC 1 – Disciplines Offering 50% of Course Requirements for Degrees and Certificates**). This proposal seeks approval for a Substantive Change for the establishment of the facility and the acknowledgement that the facility now offers 50% of the requirements for certificates and degrees in several disciplines.

*Facility began operations in January, 2011.

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

Briefly describe the change, including the planning process.

The change reflects the establishment of an 8760 square foot building in Colusa County to offer courses in various disciplines and programs. **(See DOC 2 – Schematics of the Colusa County Campus)** The building consists of four classrooms, including a computer lab space, that are capable of providing instruction to up to 200 students per week during a given semester. The building was constructed as a result of plans commissioned by the Yuba Community College District (YCCD) Board of Trustees for the implementation of a \$190 million bond measure, Measure J, which was passed by voters in 2006. **(DOC 3: Colusa County Campus Planning Documents for Measure J)**. Services to Colusa County have followed a plan developed in 2004, when a Colusa Taskforce (which evolved into the Colusa County Advisory Committee) met to identify educational needs of residents of the County. The Committee held regular meetings to accomplish its five primary charges that included course schedule planning, clarification of provider roles and delivery (i.e. avoiding duplication of offerings between YCCD and Pre-K through 12, marketing strategies, support services and computer access to ITV and online courses. While the committee succeeded in meeting the essence of these responsibilities, including scheduling of ESL courses, limited support services and the growth in Colusa County over the years, as well as the impact of stringent state budget reductions left several gaps in services. Prominent among these gaps was the ability to expand course offerings in the County. Additionally, because instruction in some parts of Colusa County was held in leased high school facilities, it presented a challenge to offer courses during the day. With the passage of Measure J, the YCCD Board of Trustees approved allocations to the WCC, then a center of Yuba College, and Yuba College based on a Facilities Master Plan developed in 2004. The Plan has been updated in 2014 to accommodate increasing instructional needs by residents in Colusa County **(See DOC 4 – Yuba Community College District Facilities Master Plan 2004; Updated Facilities Plan 2014)**. Woodland Community College received allocations to implement several renovations on its main campus and the construction of a facility to offer instruction in Colusa County. *Planning activities for the construction of the facility began in earnest in 2008, following the accreditation of WCC as the 110th community college in the California Community College System. The President and the College Council, which commissioned a Colusa Facility User Group that worked with the project architects and contractors, led the planning efforts. A Bond Oversight Committee was formed, and it worked in concert with the College Council. Regular reports were made to the President on the progress of construction plans and bond expenditures. The President in turn provided updates to the Chancellor and the Board of Trustees (See DOC 5 – Agendas and Minutes of the College Council – 2008 thru 2011). The College Educational Master Plan, in 2010, established a basis for special attention to the Colusa Facility. It noted a vision that was “dedicated to provide high quality instructional and student support services to the residents of Colusa County through effective course scheduling and planning, collaboration with educational administrators and service providers, and access to services that are provided by the Yuba Community College District.” (See DOC 6– Educational Master Plan 2011-2016)*. The planning process, involving the College Council, the Bond Oversight Committee, updates to the Academic Senate, and the Board of Trustees culminated in the completion of the facility in 2010, with a grand opening in January 2011. **(See DOC 7 – Invitation to the Dedication of the Colusa County Outreach Facility)**

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Describe how the change is consistent with the mission and goals of the institution.

The change is consistent with the mission and goals of Woodland Community College. The current mission statements *“is to provide high quality education that fosters student success and lifelong learning opportunities for the communities we serve in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.”* By providing access to low income and mostly first generation students in Colusa County, the Colusa County Campus is consistent with the stated mission of Woodland Community College. The 2016 – 2019 Educational Master Plan also highlights activities and initiatives that position the Colusa County Campus to manifest the goals and mission of Woodland Community College (**DOC 8: WCC Educational Master Plan 2016-2019**)

What is the expected impact of this change? What benefits will result from this change?

The expected impact of this change is the expansion of educational opportunities to residents of a rural area in Northern California, where college education and other economic metrics lag behind state and national levels. The resulting benefits include an increase in college going and graduation rates among residents of Colusa County and its environs, and the provision of expanded economic opportunities in that area of California. (**See DOC 9 – Enrollment and Student Success Rates at Colusa Campus 2011-2016**) Rural residents in Colusa County can now complete at least 50% of their requirements for degrees and certificates at the Campus; they can also complete a majority of their general education requirements before moving on to a four year university or employment opportunities.

Standard II: Student Learning Programs and Support Services

Describe the impact of this change on the programs, services, and activities which will support students.

The immediate impact of the change has been the burdens placed on resources that support programs, services and activities. However, the College has leveraged general funds to establish a dedicated budget for the Colusa Campus as well as categorical and other grant funds, including a TRIO Grant, to support services at the Campus. Most recently, SSSP, Student Equity and Basic Skills funds are leveraged to increase the Campus’ ability to serve and support students in Colusa County. Overall, the Campus has positively affected the educational goals and completion agenda in Colusa with the inclusion of tutoring and counseling services. Additionally, the Campus is a focal site for the provision of dual enrollment instruction through summer academies designed for high school students. To increase access to these students, WCC has begun point to point instruction from its Woodland campus through online broadcast education, eliminating the need to cancel low enrolled classes at the Colusa County Campus.

Other:

Description of any legal or compliance requirements regarding this change.

The Colusa County Campus is in compliance with all ACCJC Eligibility Requirements, as well as Federal and ACCJC Policies, Title IV and Title IX regulations.

Standard III: Resources

Human Resources:

Please describe the staffing plan to support this change.

The staffing plan that support this change is reflected in an Executive Dean who has administrative and operational oversight of the Campus. A Director of Operations, a Campus Operations Specialist, and an administrative secretary assist the Executive Dean. Two counselors, tutors, and instructional assistants provide student support services. There is strong collaboration among the Executive Dean and the Deans of Student Services, the Dean of Student Success and their staff who are located at the Woodland Campus. Staffing needs are addressed through program reviews that are completed each year at the Colusa Campus. (See DOC 10 – Organization Chart: Colusa County Campus)

Financial Resources:

Impact on institutional finances, including a budget showing evidence those resources (including physical, technology and equipment, if appropriate) are available and committed to support the change.

DOC 11 shows the operational general fund budget for the campus as of 2011 to the present. As noted, funds from categorical programs, such as TRIO, SSSP, Equity and Basic Skills are also leveraged to meet the financial needs of the Campus. District funds are also committed to further technology and equipment needs of the campus (See DOC 12 – Yuba Community College District Budget – 2011 to 2017, Including Dedicated Expenditures for Colusa County Campus).

Standard IV: Leadership and Governance

What leadership and governance oversight exists to ensure the continued academic quality and institutional effectiveness is maintained and sustained through this transition?

A Board of Trustees and a Chancellor who reports to the Board govern the Yuba Community College District and its two colleges, two centers and two campuses. The College President has oversight of the College (Woodland Community College) and the Colusa Campus. The President has designated the Executive Dean to oversee the daily operations of the Campus. This leadership and governance framework ensures the continued academic quality and institutional effectiveness of the Campus, and this has sustained since the opening of the Campus in 2010. (DOC 13: District Organizational Chart for Selected Years – 2011 to 2017)

Evidence

Please include documentation that will help the Committee understand the process by which the change was developed, such as former and proposed mission and/or objectives, summary of discussions and approvals with campus constituents, (Board of Trustees, Academic Senate, students, community members), strategic plans, financial plans, copies of Board minutes, as appropriate, copies of draft legal documents regarding the new location, copies of draft legal documents dealing with matters of facilities and other institutional property, as appropriate. Please include documentation of all state and/or federal approvals, as appropriate.

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