

## COMPREHENSIVE LIST OF EVIDENCE

### A

Academic Affairs VP evaluation schedule and sample of completed evaluations  
Academic Senate Executive Board and administration meetings minutes and/or materials  
Academic Senate minutes and/or meeting materials  
Academic Senate minutes and/or meeting materials establishing SLO committee  
Academic Senate minutes regarding curriculum and SLOs  
Academic Senate Task Force (best practices membership)  
Accreditation recommendations from 2000  
Acuplacer Test  
Administrative job descriptions  
Administrative Regulations, e.g. E65  
Administrative Services VP evaluation schedule and sample of completed evaluations  
Admission minutes and/or meeting materials  
Admission Office student registration data evaluation  
Admissions Guidelines for Summer College  
Admissions Policy  
AFT Agreement (Article IV)  
Allocation Grant Task Force (AGTF) reports  
Annual Planning Retreat materials for 2005  
Articulation agreements  
Articulation handouts (counseling sheets on majors)  
ASO Leadership Training Program Activities  
ASO Sponsored events  
Associated Student Organization (ASO) minutes and/or meeting materials  
Attrition Data  
Audits of categorical and specially funded programs

### B

Bi-annual review of vocational programs  
Breakdown of unrestricted general budget  
Bridges to Success/Citizenship student records  
Business Office audits 2002-2003 through 2004-2005

### C

California Community College Chancellor's Office Datamart  
Campus administrative organization chart  
Campus Climate Survey

Campus organizations  
Career Center data  
Catalog (Standards of Student Conduct p. 139+)  
Catalog Committee composition and meeting dates  
Catalog Committee minutes and/or meeting materials  
CELSA test  
Chair of Chairs minutes and/or meeting materials  
Challenge placement level testing process  
Childcare records of students with children  
Class schedule  
Class scheduling timeline  
Classified AFT minutes and/or meeting materials  
Classified job descriptions  
Collective Bargaining Agreements  
College catalog  
College computer inventory  
Committee membership (draft document)  
Communication to nursing students regarding program changes  
Communication to PACE students regarding program changes  
Constituency Council membership  
Constituency Council minutes and/or meeting materials  
Cost of textbooks  
Counseling academic assignments  
Counseling via educational plan  
Counselor's meetings minutes and/or meeting materials  
Course outline for Library Science 101: Library Research Methods  
Course outlines  
Course syllabi  
Curriculum Committee Distance Education Addendum to Course Outlines  
Curriculum Committee Handbook  
Curriculum Committee minutes that validate prerequisites  
Curriculum Committee notes on updating of course outlines, i.e. agenda, minutes.  
Customer satisfaction polling results

## D

Data on financial aid students  
Data on Nursing used for counseling  
Dean's Tea Program  
Departmental brochures  
Discipline and Grievance Procedures  
Division plan objectives and activities  
Division plan template  
Division planning team minutes and/or meeting materials

Division plans  
DSPS equipment inventory

## E

Education Master Plan  
Education Master Plan Committee minutes and/or meeting materials  
Emails, announcements, ballots for mission statement development  
Employment applications  
English Departmental Final Examination  
Enrollment Management Team minutes and/or meeting materials  
EOPS/CARE information pamphlets  
EOPS/CARE/CalWorks Applicant data  
Equity for All minutes and/or meeting materials  
Evaluation of counselors  
Evaluation of programs for change  
Examples of new courses and new programs approved by the curriculum committee

## F

Facilities Committee minutes and/or meeting materials  
Facilities Master Plan  
Facilities Planning User Group minutes and/or meeting materials  
Facility Safety minutes and/or meeting materials  
Faculty AFT minutes and/or meeting materials  
Faculty Hiring Prioritization policy, scoring sheets, agendas, and sign-in sheets  
Financial Aid Appeals and Referrals  
Financial Aid Disqualified Applicants  
Flex day 2005 handouts and materials  
Flex Day activity materials

## G

GAIN/CALWORKS information pamphlets  
Grade Challenge Policy  
Grade Change Policy  
Graduation Program

# H

Health Center Services  
Health Office data review (trend analysis)  
Help Desk Information (sign-up sheets, etc.)  
Hiring/interview forms

# I

Informational publications for student services  
Integrated College Operational Plan (ICOP)  
IPEDS notebook

# J

Job descriptions

# L

LACCD Annual Audit 2002-2003  
LACCD Annual Audit 2003-2004  
LACCD Annual Audit 2004-2005  
LACCD Board Code of Ethics  
LACCD Board of Trustees minutes  
LACCD Board Policy on Governance Model  
LACCD Board Rule for general education  
LACCD Board Rules & Policies  
LACCD Board Rules mandating program reviews, etc.  
LACCD Board Rules on Student Conduct  
LACCD Budget Allocation Grant Concept  
LACCD Budget Committee membership  
LACCD chancellor's directive #70 regarding district management consultation (issued 10/26/95)  
LACCD functional map  
LACCD phone directory  
LACCD Programs of Self-insurance and Reserves  
LACCD Shared Governance Agreement  
LASC budget from LACCD  
LASC Institutional Planning and Research website  
LASC program budgets  
LASC Website  
League of Innovation Conference presentation

Library “Suggested Book Purchase” Form  
Library display samples  
Library email on tours for the library to faculty  
Library handouts that explain the services of the library  
Library program review  
Library unit plan  
Link to Sirsi information on the web  
List of administrators and support staff  
List of advisory committees and minutes  
List of classrooms equipped with AV equipment  
List of college-wide forums on “Enriching Lives”  
List of course outlines that illustrate various points of view  
List of designated learning centers from the Tutoring/Learning Support Services Committee  
List of distance education courses online  
List of fall 2005 reserve book List from the library  
List of fulltime and part-time faculty  
List of LACCD board members on accreditation sub-committees  
List of library resources, e.g. books, videotapes, etc.  
List of professional development activities  
List of program review participants  
List of regularly scheduled meetings the president attends (Foundation, Homeowners, etc.)  
List of the 30 library databases  
Listing of community events  
Listing of online services and URL  
Listing of special programs with counseling services

## M

Maintenance forms  
Matriculation Handbook  
Matriculation policies  
Matriculation tests  
Membership of campus committees  
Minimal qualification docs for administrators and faculty  
Mission Review Committee minutes and/or meeting materials  
Mission Statement  
Monthly financial reports

## N

New Beginnings minutes and/or meeting materials  
Nursing program changes implemented because of viability

# O

Online math verses traditional lecture report  
Online registration  
OPRA work orders  
Orientation program

# P

PACE and Nursing viability studies  
PACE program review  
Personal development program (e.g., schedule, syllabi, outlines)  
Personnel Commission Policy  
Planning Handbook  
Planning process documents as generated by the SPBC  
Planning templates, e.g. program review, unit plan, and division plan  
Point-of-service survey for the library  
Presentation materials from annual campus meeting  
President's evaluation schedule and sample of completed evaluations  
Presidential forum materials  
Program review notebook  
Program review template  
Program review timeline  
Program reviews  
Prop A plans for any library renovations  
Purchase orders

# Q

Qualitative – focus groups, public forums, meetings, comment cards, opened ended questions  
Quantitative – reports produced by the Office of Institutional Planning and Research  
Quarterly financial reports

# R

Recent class schedule  
Regulations related to student records  
Request from President for VP to plan for no deficits in SFP  
Response to audit exceptions

# S

Sample of referrals to appropriate office  
Sample of student education plans  
SAP Users group  
Seminars and workshops counselors attended  
Senior Staff minutes and/or meeting materials  
SFP Publications (EOPS/CARE, DSPS, Matriculation, TRIO)  
Shared Governance (collegial—participatory) agreement,  
Six-Pack minutes and/or meeting materials  
SLO Committee minutes and/or meeting materials  
SLO Guidelines  
SLO section in program review  
SLO website  
SLO workshop materials  
SLOs in new and updated course outlines  
SPBC agenda and minutes  
SPBC Budget and Goals Sub-Committee minutes and/or meeting materials  
SPBC Budget Sub-Committee minutes and/or meeting materials  
SPBC Goals Sub-Committee minutes and/or meeting materials  
SPBC ground rules  
Staff Development activities for student services  
Staff Development Committee minutes and/or meeting materials  
Standard Achievement Complete Battery Test  
Strategic Plan  
Strategic Planning and Budget Committee (SPBC) minutes and/or meeting materials  
Student Childcare Policy  
Student Equity Plan  
Student Help Desk schedules  
Student Services division plan  
Student Services SLOs and assessment  
Student Services unit Plans  
Student Services VP evaluation schedule and sample of completed evaluations  
Student survey  
Students who won athletic scholarships  
Summary of participatory decisions

# T

Technology Committee minutes and/or meeting materials  
Technology Master Plan  
Technology Replacement Plan  
Three-year FTES Comparison by Section report  
Total Budgets for all programs at LASC

*Tuesdays at LASC*

Tutoring lab records (e.g., LRC, computer labs)

## U

Unit Planning Team minutes and/or meeting materials

Unit plans

## V

Vocational Education program evaluations

## Y

Year End Closing 2001-2002

Year End Closing 2003-2004

Year End Closing 2004-2005