Accountability Reporting for the Community Colleges (ARCC)/AB 1417
Guidelines for Completing Your College’s Self-Assessment

Purpose and Target Audience
The ARCC/AB 1417 report includes an opportunity for colleges to address their performance results as presented in the report and provide an analysis of the unique college differences, programs, and factors affecting performance. Such analysis explains and clarifies potential factors that are not addressed by the performance indicators and data in the report. Colleges can use the self-assessment to note their plans, if any, to address concerns that the trustees or the public may have.

We suggest that the self-assessment provide analysis and insight into, but not a reiteration of, the data in the report. The target audience for the report is your local Board of Trustees, the California Department of Finance (DOF), and the Legislature (including the Legislative Analyst’s Office (LAO)).

Timeline and Submission Guidelines
We will provide each college with a draft copy of the entire report, including each college’s performance indicator and peer grouping sections, on February 7, 2012. Then, each college will have a maximum of 30 days to prepare and submit its self-assessment (which should include a response to the report). College responses must be submitted online and are due by 5:00 p.m. on March 9, 2012.

The college president (CEO) can delegate the responsibility for writing the self-assessment, but he/she must have final approval. We will include each college’s response in the college profile section of the final report. Multi-college districts will need to submit a separate response for each of their colleges. The response is limited to 500 words.

The five schools of continuing education (North Orange Continuing Education, Rancho Santiago Continuing Education Division, San Diego Continuing Education, San Francisco Continuing Education, and Santa Barbara Continuing Education Division) are required to write a self-assessment for the 2012 report.

Additionally, feedback from DOF and LAO regarding prior self-assessments state that explanations and analysis of data, populations served, and mitigating circumstances were very useful, but the reiteration of data already presented without explanation was not useful. The feedback also noted that analyses of where the college fell on certain measures, relative to its peer group, were useful. If a college performed low on a certain indicator, acknowledgement of this issue and the statement that the college will further study the issue were helpful.

The Chancellor’s Office will truncate the text if it exceeds the 500-word limit. Additionally, we are not editing for grammar or spelling. The self-assessment is in a public document, and you will need to ensure that you can support your statements.

We recommend that you prepare your document in the Microsoft Word program, which allows you to do a word count. Then, copy and paste the text into the self-assessment website.

Required Topic
All colleges are required to give a brief and concise self-assessment of college performance based on review of the indicators presented in the report.
**Suggested Topics**
In addition, colleges may choose to address any of the following topics, among others.

- Background of the college
- Transfer programs
- Vocational/Occupational/CTE/Workforce Development programs
- Basic Skills and ESL programs
- Distance education
- Community services
- Political, social, and economic factors
- Accreditation
- Special circumstances (effects of natural disasters, budget cuts, faculty turnover, changes to UC/CSU admission policies, etc.)

**Accessing the Online Self-Assessment**

The ARCC contact person at each college is responsible for coordinating the college’s self-assessment (response) and submission. Following are the directions for accessing the self-assessment.

- In order to avoid duplicate efforts, one representative from each college should obtain its user name and password after February 7, 2012. If you have the password from 2011, you may re-use it. To obtain your user name and password, please e-mail us at arcc@cccco.edu.
- Follow the directions at the website to provide the following information (due by 5:00 p.m. on March 9, 2012):
  - Contact person’s name, phone number, and e-mail address
  - Text of self-assessment response. Note: Type/paste in your response on the first line of the text box. Also, do not type in your college’s name or title the self-assessment since these two items are programmed into our database and will appear on the self-assessment page of the report.
  - Confirmation that the college president has approved the response
- Please note that you will be able to view a PDF version of the self-assessment after submitting the self-assessment. If you need to modify the self-assessment after it has been submitted, you can log in again and change it (as long as you do this before the deadline passes).
- Please note that no history will be maintained, so if a college modifies its response, any new response and contact information will overwrite the previous response and contact information.