

To: Solano College Faculty/Deans

From: Leslie Minor, VPAA

Re: Institution-Set Standards

Date: 9/21/15

The Annual Report to the Accrediting Commission for Community and Junior Colleges (ACCJC) has asked each college to report annual institution-set standards for fall to fall retention, successful course completion, number of degrees and certificates, and number of transfers to 4-year colleges and universities. These metrics in some form are expected to be included with each annual report to ACCJC from this point on. Potentially, they may be used in the future as a benchmark for minimal attainment.

*In the words of ACCJC: A "standard" is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement "goal" which an institution may aspire to meet.*

These data points, then, are not meant to represent aspirational goals – rather, they are a statement of actual outcomes and realistic expectations. Formats for reporting include percentages in some cases, and actual numbers in others.

Given that some factors are out of our control (e.g., the number of transfer students that a university accepts each year), we should be reasonably cautious in setting our standards. The data we submit annually to ACCJC will be updated annually to reflect actual trends, and the rationale should be revisited regularly to ensure a thorough and thoughtful review has taken place.

The specific questions asked include:

- Successful student course completion rates by semester.
- Institution-set standard for student course completion rate.
- Percentage of students retained from fall to fall.
- Institution-set standard for student retention percentage.
- Number of students who received a degree by year.
- Institution-set standard for student degree completion.
- Number of students who transferred to four-year colleges/universities.
- Institution-set standard for transfer to four-year colleges/universities.
- Number of students who completed certificate requirements and received a certificate by year.
- Institution-set standard for student certificate completion.