



**Chaffey
Community
College District**

5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

Executive Expectations
Policy Category 3:
General Institution

General Institution

Date: 2/5/02

Section 3.3

Revised:

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3.3 GENERAL INSTITUTION

3.3.1 Organizational Structure [Educational Code 72400]

The superintendent/president shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the district.

3.3.2 Accreditation [Accreditation Standard 3; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq. Accreditation Eligibility Requirement 20, Standard 10.A.7]

The superintendent/president shall :

- A. Ensure the district complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other district programs that seek special accreditation.
- B. Keep the Board informed of approved accrediting organizations and the status of accreditations.
- C. Ensure that the Board is involved in any accreditation process in which Board participation is required.
- D. Provide the Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.

3.3.3 Institutional Planning and Effectiveness [Accreditation Standard 3; Title 5, Sections 55400, et seq., 51008, 51010, 51027, 53003, 54220, 55250, 55510, 56270, et seq.; WASC/ACCJC Standard 3.B.3]

The superintendent/president shall ensure the quality of services provided by Chaffey Community College District for the communities it serves through planning and evaluating institutional effectiveness.



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A. Planning

1. The superintendent/president shall provide leadership for systematic and integrated educational, financial, physical, and human resources planning. The planning system shall include plans required by law.
2. Planning shall involve appropriate segments of the college, consider long range projections of student and community needs, be framed by Board-approved Ends and values policies, and be supported by institutional research.
3. Plans shall be submitted plans as required by Title 5 for Board approval.

B. Evaluation

The superintendent/president shall:

1. Assure that processes exist for reviewing and evaluating the results of programs, services, and operations of the college, and that the information is used to make needed changes in programs.
2. Assure that processes exist to identify priorities for programs, services, and operations of the college in relationship to community and student needs, including a process for determining deletions or reductions.
3. Assure that institutional research is conducted for the purposes of facilitating teaching and learning, promoting scholarship, and increasing the quality of services.

3.3.4 Grants [Educational Code Section 70902]

- A. The Board shall be informed about all grant applications made and grants received by the district.



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- B. The superintendent/president shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the Ends policies.

3.3.5 Public Records [Government Code Sections 6253(a)(b)(c), 6250, et seq.]

The superintendent/president shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

1. Public records are open to inspection at all times during office hours, except with respect to public records exempt from disclosure by express provisions of law.
2. Upon a request for a copy of records, the superintendent/president shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the college and shall promptly notify the person making the request of the determination and the reasons thereof.

3.3.6 Records Retention and Destruction [Title 5, Sections 59020, et seq.]

The superintendent/president shall establish administrative procedures to assure the retention and destruction of all district records, including but not limited to student records, employment records and financial records, comply with Title 5.

3.3.7 Public Information

Official information concerning the Chaffey Community College District shall be released only by the superintendent/president or her/his designee. Such release shall be in accordance with administrative procedures established by the superintendent/president.