



**FACULTY AND STAFF ACCREDITATION SURVEY  
AUGUST, 2003**

*This survey is part of Irvine Valley College's self-study and is an effort to better serve our faculty and staff. Please take a moment to complete the questions below. Use the statements to the right to indicate your answers. You may not be able to answer questions that are not directly related to your work at IVC. For definitions, see the last page. Your responses are completely voluntary and anonymous. Please use pencil only. Thank you.*

**Standard I: Improving Institutional Effectiveness**

**A. Mission**

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. IVC's mission statement guides institutional goals.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. The mission statement guides institutional planning.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. IVC's mission statement is reviewed and updated regularly using the college's governance and decision-making processes. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**B. Improving Institutional Effectiveness**

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|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 4. IVC is committed to continuous improvement of the student learning process.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. IVC's goals are established through a collegial process.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Faculty and staff work towards the achievement of goals.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Goals are regularly assessed and results shared with campus constituencies.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Planning processes are reviewed to identify needed areas of improvement.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. The processes are modified to improve effectiveness.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. IVC seeks input from all constituencies when reviewing and improving instructional programs and other student services. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Standard II: Student Learning Programs and Services**

**A. Instructional Programs**

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 11. All instructional programs are consistent with the goals of IVC's mission statement.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Instructional programs are developed based on the educational needs of the students and the diversity, demographics, and economy of the surrounding communities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. IVC uses different locations and modes of delivery to meet the current and future knowledge and skills needs of its students.                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. IVC encourages use of different teaching methodologies and use of student learning outcomes as a response to learning styles of students.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Strongly Agree  
Agree  
Lack sufficient knowledge  
Disagree  
Strongly Disagree

- |   | Strongly Agree        | Agree                 | Lack sufficient knowledge | Disagree              | Strongly Disagree     |
|---|-----------------------|-----------------------|---------------------------|-----------------------|-----------------------|
| 15. IVC assesses student learning outcomes and uses the results to make improvements.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 16. Instructional programs are assessed, reviewed and modified regularly.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 17. Faculty members play a central role in developing, reviewing, and modifying instructional courses and programs.                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 18. IVC relies on the faculty (and advisory committees when applicable) to determine competency levels and measurable student learning outcomes.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 19. Courses are offered regularly to provide students the opportunity to complete their program of study, as announced, within a reasonable time. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 20. IVC has a clear procedure to develop, approve, and implement new courses and programs.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 21. Faculty members are encouraged to develop new courses and programs.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 22. IVC provides clear and accurate information about courses, programs, degrees, and certificates to its students.                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 23. IVC reviews on a regular basis all policies, procedures, and publications to assure accurate representation of its services.                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |

**B. Student Support Services**

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 24. IVC provides comprehensive student support services.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 25. Student support services are offered in different modes, locations, and times to meet the needs of students.                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 26. IVC evaluates the learning support needs of its students and provides services and programs to address those needs.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 27. IVC provides counseling and academic advisement to its students.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 28. Counselors and instructors work together to make sure that students receive accurate information about courses and programs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 29. Staff and faculty members are kept informed about support services available for students.                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 30. Students are kept informed about the support services available to them.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 31. IVC provides programs, practices, and services that enhance understanding and appreciation of diversity on campus.           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**C. Library and Learning Support Services**

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|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 32. The library relies on faculty expertise to acquire and maintain materials that enhance instruction and student learning.        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 33. The institution relies on faculty expertise to acquire appropriate educational equipment and materials that support instruction | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

and student learning.

- |  | Strongly Agree        | Agree                 | Lack sufficient knowledge | Disagree              | Strongly Disagree     |
|--|-----------------------|-----------------------|---------------------------|-----------------------|-----------------------|
| 34. IVC maintains educational equipment and materials in good working condition.                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 35. The tutoring services provided by the learning center serves the needs of the students.            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 36. The tutoring services provided by the math tutorial, center serves the needs of the students.      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 37. The tutoring services provided by the humanities center serves the needs of the students.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 38. The computer laboratories have a schedule that reflects the needs of the students.                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 39. IVC provides technology development and training for all institutional members on a regular basis. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 40. IVC regularly evaluates library and other support services.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 41. IVC uses results of support services' evaluations for future planning.                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |

### Standard III: Resources

#### A. Human Resources – Employing Qualified Personnel

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 42. IVC makes sure that criteria, qualifications, and procedures for selection of all personnel are clearly and publicly stated. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 43. The mission and goals of IVC's mission are reflected in all job descriptions.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 44. IVC ensures fair employment procedures for all personnel.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 45. IVC evaluates all personnel regularly to assure effectiveness of its human resources.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 46. The evaluation processes used by IVC seek to assess effectiveness and encourage improvement.                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 47. IVC regularly assesses its employment policies to demonstrate an understanding of diversity issues.                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 48. IVC provides professional development activities for all personnel.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 49. IVC regularly evaluates its professional development programs and uses the results of the evaluation in future planning.     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 50. IVC integrates human resource planning with institutional planning.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

#### B. Physical Resources – Facilities, Equipment, Land, and Other Assets

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 51. IVC maintains safe and adequate physical resources.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 52. IVC efficiently uses its physical resources.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 53. IVC maintains, upgrades, or replaces its physical resources regularly to assure quality of programs and services.      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 54. IVC bases its physical resource planning on systematic assessment of curriculum demands and the five-year master plan. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 55. Physical resources are distributed to meet student and faculty   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

needs.

**C. Technology Resources – Support Student Learning and Services**

- |   | Strongly Agree        | Agree                 | Lack sufficient knowledge | Disagree              | Strongly Disagree     |
|---|-----------------------|-----------------------|---------------------------|-----------------------|-----------------------|
| 56. IVC has a clear plan for using technology resources.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 57. Technology support meets the different needs of IVC.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 58. IVC maintains, upgrades, or replaces technology infrastructure and equipment to meet instructional needs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 59. IVC maintains, upgrades, or replaces technology infrastructure and equipment to meet staff needs.         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 60. The distribution of technology resources follows a clear institutional plan.                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 61. IVC supports technology innovation.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 62. IVC provides quality technology training.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 63. Technology training is scheduled based on the differing needs of faculty and staff.                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 64. IVC regularly evaluates its technology services to make sure they meet the institution's needs.           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 65. Technology planning is conducted through a collegial process.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |

**D. Financial Resources – Managing Funds to Support Student Learning**

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|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 66. IVC uses realistic assessment when planning for resource utilization.                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 67. IVC attempts to meet the needs of programs and services based on the availability of financial resources.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 68. Appropriate and timely financial information is provided regularly throughout IVC.                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 69. IVC identifies resources for future obligations.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 70. All constituencies have opportunities to participate in the development of institutional plans and budgets. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Standard IV: Leadership and Governance**

**A. Campus Decision-Making Roles and Processes**

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|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 71. IVC encourages participation in the decision-making process.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 72. Institutional members are encouraged to take initiative in improving the services in which they are involved. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 73. IVC provides participative processes for discussion, planning, and implementation of new ideas.               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 74. Faculty members have a substantive and clearly defined role in institutional governance.                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 75. Administrators have a substantive and clearly defined role in institutional governance.                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 76. Staff have a substantive and clearly defined role in institutional governance.                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- |   | Strongly Agree        | Agree                 | Lack sufficient knowledge | Disagree              | Strongly Disagree     |
|---|-----------------------|-----------------------|---------------------------|-----------------------|-----------------------|
| 77. IVC relies on faculty organizational structures for recommendations about student learning programs and services. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |
| 78. Defined processes and practices allow all constituencies to work together for the good of IVC.                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | <input type="radio"/> | <input type="radio"/> |

**B. Board and Administrative Organization – Roles and Responsibilities**

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|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 79. Governing board policies support the quality, integrity and effectiveness of student learning programs and services.                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 80. The governing board adheres to clearly defined policies consistent with the mission statement of the district.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 81. The governing board acts in a manner consistent with its policies and bylaws.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 82. The president provides effective leadership for IVC.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 83. The president communicates regularly with all constituencies.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 84. The president delegates authority to the appropriate personnel.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 85. The district provides fair distribution of resources.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 86. The district provides necessary services that support IVC's mission.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 87. The chancellor gives full responsibility and authority to the president to implement and administer delegated district and system policies for the campus. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Terms:**

**Assessment** = Methods that an institution employees to gather evidence and evaluate quality.

**Collegial** = Participative and mutually respectful.

**Dialogue** = Self-reflective exchanges engaged in by the college community, characterized by a free exchange of ideas without the purpose of defending or deciding on a course of action.

**Evidence of Institution and Program Performance** = Quantitative and qualitative data, which an institution as a whole uses to determine the extent to which it attains the performance goals it establishes for itself.

**Information Competency** = Capability to access, evaluate, and use information in fulfillment of coursework and independent study.

**Ongoing** = Addressed regularly as part of the business of the college rather than in response to periodic external requirements.

**Student Learning Outcomes** = Knowledge, skills, abilities, and attitudes that a student has attained at the end (or as a result) of his or her engagement in a particular set of collegiate experiences.