

Self-Monitoring Procedures

This document covers the compliance self-monitoring procedures at Golden Gate College (as “GGC”).

Policies

GGC ensures that it is in 100% compliance with BPPE and all other regulatory and accreditation agencies. To foster communication and ensure that all GGC wide policies and procedures are followed appropriately, a special group referred to as the Academic Quality Control Committee (AQC) has been formed to monitor operations, compliances, issues, strategic plans, various initiatives and make appropriate decisions that ensure BPPE, WASC, Department of Education and other agency compliance of all school operations. The committee meets weekly to discuss pressing issues and update staff, faculty and management on policy changes, compliances, and related issues.

The objectives of the AQC are:

- 1) to help create a culture within GGC that emphasizes the importance of regular and continuous communication and planning among the management team;
- 2) to ensure programs are relevant and of the highest quality possible, resulting in documented student learning;
- 3) to help create opportunities for management to communicate, troubleshoot, strategize and plan the school related activities which might include issues, program developments, projects, day-to-day operations, compliances to regulatory agencies and more; and
- 4) **to receive and understand the recent updates of BPPE’s Act and Regulations to achieve BBPE compliance, the Chief Academic Officer (CAO) has to a) Subscribe to BPPE-GEN mailing list; b) Attend BPPE Compliance Workshop and School Performance Fact Sheet (SPFS) Workshop once a year; and c) present the updates to all relevant members at GGC.**

AQC Charge

The AQC is led by the CAO and consists of the program chairs, the Educational Assistant, representatives of the instructors and/or the President. **The AQC is** charged with the authority to make recommendations for decisions to the President. It’s the purpose of the AQC to troubleshoot issues, discuss options, formulate opinions and deliver decision recommendations that will be taken under consideration by the President who will make the final decision. The CAO will create the weekly agendas, facilitate the meetings and report to the President on any issues, decisions or initiatives that arise from the meetings. The intention is to provide a support system for the School Executive Management, Faculty, Staff and employees so that issues can be addressed and managed in the most appropriate way to insure ongoing compliances with all activities in all department.

Memberships

Everyone is a member including Faculty, Students, Staff, members of the community and the general public.

Meeting Participation

Anyone and everyone may attend any of the meetings. All management level employees are **REQUIRED** to attend on a weekly basis. On occasions, non-management staff might be asked to attend for certain agenda items.

Meeting Schedule

Meetings take place once a week on the campus. Electronic Zoom connections are available for distance learning and remote participants. AQC also conducts a review meeting once a year.

Meeting Outcomes

The outcomes of the AQC meetings are:

- 1) To champion the development and evaluation of GGC's academic programs, policies and procedures;
- 2) To monitor the budget planning and financial status;
- 3) To collaborate and adjust the execution of the strategic planning; and
- 4) To communicate to the President and the Board of Directors.
- 5) To develop, manage, and address compliance.
- 6) To make sure any Substantive Changes defined by CEC §94894 get BPPE prior authorization.
- 7) To make sure annual Renewal for Approval to Operate an Institution Non-Accredited or Renewal for Approval to Operate an Accredited Institution in the future.

Procedures of Self-monitoring

Through an annual operation and academic review, GGC ensures that all of the following occur:

- (1) The content of each educational program can achieve its stated objective.
- (2) The institution maintains specific written standards for student admissions for each educational program and those standards are related to the particular educational program.
- (3) The facilities, instructional equipment, and materials are sufficient to enable students to achieve the educational program's goals.
- (4) The institution maintains a withdrawal policy and provides refunds.
- (5) The directors, administrators, and faculty are properly qualified.
- (6) The institution is financially sound and capable of fulfilling its commitments to students.
- (7) That, upon satisfactory completion of an educational program, the institution gives students a document signifying the degree or diploma awarded.

- (8) Adequate records and standard transcripts are maintained and are available to students.
- (9) The institution is maintained and operated in compliance with BPPE requirements for operation as a non-accredited institution and all other applicable ordinances and laws.
- (10) An accreditation plan, approved by the bureau, for the institution to become fully accredited within five years of the bureau's issuance of a provisional approval to operate to the institution.

The following details are evaluated to assure the BPPE compliance.

(1) Mission and Objectives

GGC ensures to have a written statement of its mission and the objectives for each educational program. The mission and the objectives shall indicate the kind of education offered, for whom the instruction is intended and the expected outcomes for graduates.

(2) Clearly defined admissions and enrollment standards

(3) Pre-Enrollment Disclosure; Website includes the "Notice to Prospective Degree Program Students" as shown in Appendix I. As well as GGC's catalog and the degree program brochures.

(1) School Catalog meets the BPPE catalog checklist

(2) Timely make annual report of School Performance Fact Sheet

(3) Make sure Enrollment Agreement meets the BPPE standard

(4) Reporting Requirements and Fees 65

(5) Record Keeping 75

(6) Ensure Closure and Teach-Outs

During the annual academic review the educational program will be assured to be comprised of a curriculum that includes:

(a) those subject areas that are necessary for a student to achieve the educational objectives of the educational program in which the student is enrolled;

(b) subject areas and courses or modules that are presented in a logically organized manner or sequence to students;

(c) course or module materials that are designed or organized by duly qualified faculty. For each course or module, each student shall be provided with a syllabus or course outline that contains:

(1) a short, descriptive title of the educational program;

(2) a statement of educational objectives;

(3) length of the educational program;

(4) sequence and frequency of lessons or class sessions;

(5) complete citations of textbooks and other required written materials;

(6) sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured; (7) instructional mode or methods.

(d) library and other learning resources are adequate;

(e) specific learning outcomes tied to the sequence of the presentation of the material to measure the students' learning of the material; and

(f) evaluation by duly qualified faculty of those learning outcomes.

APPENDIX I

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by _____, and full accreditation by _____.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and

- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Date: _____

Student Initials: _____ Date: _____