



**Laney College
Office of Instruction**

900 Fallon Street • Oakland, California 94607
Tel. (510) 464-3213 • Fax (510) 464-3231
www.peralta.cc.ca.us

MEMORANDUM

TO: Accrediting Commission For Community and Junior Colleges
FROM: Dr. Audrey P. Trotter, Vice President of Instruction *Audrey P. Trotter*
DATE: June 15, 2001
SUBJECT: WASC Directory Information, Annual Report, Evaluator File Update, Annual Fee Invoice, 2001-2002 College Catalog

Enclosed are the 2001 WASC Directory Report, the 2000-2001 Annual Report, and Evaluator File Update for Laney College. A copy of the 2000 WASC Directory information report was updated for 2001 and an invoice for the 2001-2002 annual membership fee was submitted prior to this report. A copy of Laney's 2001-2002 catalog will be forwarded when published.

Please do not hesitate to call if I may be of further assistance.

Enclosures
Cc: Dr. Deborah Blue, President

DUE DATE: May 1, 200/

WASC DIRECTORY REPORT
to
ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
3402 Mendocino Avenue, Santa Rosa, CA 95403

WASC DIRECTORY DATA (Please update)

LANEY COLLEGE

~~Acting President, (Dr.) Ione Elieff~~ President, Deborah Blue, Ph. D.

900 Fallon Street, Oakland, CA 94607.

College Telephone: (510) 834-5740 FAX: (510) 464-3528

Web Site Address: laney.peralta.cc.ca.us

Public (district) junior. 1956/1997. Sem. plan. Degrees: A.A., A.S.

Total enrollment: ~~11,486~~ 11,375 12,316

Prof. Accred.:

INFORMATION FOR ACCJC

510-464-3236

Direct Telephone Number/CEO

510-464-3528

FAX Number/CEO

dblue@peralta.cc.ca.us

E-Mail Number/CEO

510-464-3213

Direct Telephone Number/ALO

510-464-3231

FAX Number/ALO

atrotter@peralta.cc.ca.us

E-Mail Number /ALO

Audrey P. Trotter, Ph. D.,
Dean of Instruction

Name & Title, Accreditation Liaison Officer

Signed

Deborah G. Blue (Signature)

Date

6-15-01

Note: Please cross out any inaccurate information and make changes directly on this form to facilitate computer update. Do not retype this form. Thank you.

2000-2001 ACCREDITATION ANNUAL REPORT
Accrediting Commission for Community and Junior Colleges
Public College Form
Laney College

DUE BY MAY 1, 2001

Prepared by Audrey P. Trotter. Telephone (510) 464-3213 E-mail atrotter@peralta.cc.ca.us
Please respond to all of the questions. Please enter the assistance appropriate officers in your institution to ensure the accuracy of information submitted. This form is available electronically as an Excel file, if you would prefer.

PART 1

Use the 1999 IPEDS Surveys to answer the following questions.

STUDENT ENROLLMENT

IPEDS Fall Enrollment Survey (For 2-Year Institutions) EF-2, 199, due Dec. 1, 1999

1. Total Full-time students from IPEDS EF-2, page 5, line # 08, (men + women) 2,390
2. Total Part-time students from IPEDS EF-2, page 5, line #22, (men + women) 8,044
3. Grand Total All Students from IPEDS EF-2, page 5, line #29 (men + women) 10,434

INSTITUTIONAL OUTCOMES

IPEDS GRADUATION RATE SURVEY (FOR 2-YR PUBLIC INSTITUTIONS) grs-2, 1999, DUE Feb. 7, 2000

4. Transfer-out students to a 4-year or higher institution from IPEDS GRS-2, page 8, #33,
Total All Students (men + women) 34
5. Final cohort from IPEDS GRS-2, Worksheet page 1, item 1e 296
6. Total Completers from IPEDS GRS-2, Worksheet page 1, item 2d 64

HUMAN RESOURCES

IPEDS Fall Staff Survey, 1999, due December 20, 1999

7. Full-time faculty from IPEDS, Part A Total, page 5, line #22, Grand total (men + women) 123
8. Part-time faculty from IPEDS S, Part-time Employees, page 10, line #77, Grand Total (men + women) 280

FISCAL RESOURCES

IPEDS FINANCE SURVEY (FOR PUBLIC INSTITUTIONS) FISCAL YEAR 1999, DUE February 22, 2000

9. Total Current Funds Revenues from IPEDS F-1, page 5, line #16, Total 102,462,508 (includes all 4 colleges)

10. Total Educational & General Expenditures & Transfers from IPEDS F-1, page 6, line #12, Total 93,112,688 (includes all 4 colleges)
11. Total Current Funds Expenditures and Transfers from IPEDS F-1, page 7, line #22, Total 96,246,030 (includes all 4 colleges)

PART 2

MISSION ISSUES

12. Please supply a copy of the current institutional mission statement.

See attached copy of Laney College Mission Statement and Goals

13. What is the date of the last mission statement review? 1996

14. Describe the method the institution uses to evaluate accomplishment of its mission.

Significant changes in the administrative leadership of the college have impacted the college's efforts in fully implementing institutional assessment processes. Initially, a student survey was employed and the institution will continue with planning and program institutional assessment in the next year. More importantly, district and college mission and goals are linked to planning, prioritization, and the allocation of fiscal and human resources to ensure achievement of the college's mission.

15. Based on this evaluative method, describe the degree to which the mission is being accomplished.

The mission statement accurately describes the college, students served, and educational program offerings.

ADDITIONAL INSTITUTIONAL OUTCOMES ISSUES

16. Please list licensure examinations and 1999-2000 pass rates for which the institution prepares students.

Cosmetology Program--	Quarter	Year	Practical	Written
	4 th	1999	78%	36%
	1 st	2000	56%	39%
	2 nd	2000	44%	50%

17. Please report employment placement rates and the source of this information.

1999-2000 460 Source: Peralta District MIS Placement Data (/PLM)

CURRICULUM AND PROGRAM ISSUES

18. Describe measures of learning that the institution is employing at the degree, program, and course levels.

Institutional research is integrated in the planning and evaluation processes at degree, program, and course levels. Program review is conducted in academic and vocational programs and in student services, as well. SCANS competencies are utilized as measures of learning in vocational programs; pre-requisite validation processes are utilized as needed (more recently in the ESL

program); exit exams are utilized in some programs; course syllabi are on file; program and course expectations/outcomes are outlined in the college catalog and utilized in the curriculum development processes; regular advisory committee meetings are conducted to ascertain industry expectations; and, efforts to coordinate articulation and transfer efforts to four year colleges and universities are on-going and incorporated into degree, program and course level evaluations for program improvement.

19. Based on these measures, describe the extent to which learning is taking place at the degree, program and course level.

The above measures demonstrate that the college's educational programs and services are supporting the college's mission and meeting the needs of constituencies served. More importantly, on-going evaluation and program improvement are linked to facilities, instructional, fiscal, and human resource planning.

20. For which measures does the institution need development assistance?

Continuing efforts to formulate long-term strategic planning goals.

21. Please list and describe any programs that have been added in the 2000-2001 academic year.

None

22. Please list and describe any programs that have been deleted in the 2000-01 academic year.

None

23. Please list and describe any program, 50% or more of which is offered at a new location.

N/A

24. Please list and describe any contracts, branch campuses, programs or articulation agreements for non-US nationals the institution has in place. Are any planned?

N/A

25. Please list and describe contracts with other institutions or agencies to provide educational programs for the institution's students.

N/A

[Responses to items 15 through 19 may indicate that your institution should file a Substantive Change Report. Please consult page 102 in the Handbook of Accreditation and Policy Manual, available at www.accjc.org or contact the Commission office for more information.]

ADDITIONAL FISCAL RESOURCES ISSUES

26. What is your institution's total operating surplus or operating shortfall? N/A

27. Did your institution's most recent independent audit include any exceptions? If so, please list them and explain. (It is not necessary to include a copy of the audit with this report).

Yes. See attached memorandum 1999-2000 Audit Findings—Laney College citing two findings and noting the corrective actions.

28. Does your institution participate in federal financial aid? Yes ___ No
If so, what is its Fall 199 student loan default rate? 11.9%

Mission Statement

▶ [Laney Home](#) ▶ [PCCD Site](#) ▶ [Back](#)

The mission of Laney College is based on the principles adopted by the Peralta Community College District Board of Trustees. Laney is committed to organizing its resources--human, financial and technical--to provide appropriate educational programs and services to all adults. More specifically, the College is committed to:

- n Providing equal access to educational opportunities and services to eligible individuals in the diverse communities that we serve.
- n Providing instructional and student services to assist students to determine and attain their educational and/or occupational goals, and to become effective citizens with satisfying lives.
- n Providing leadership, coordination and cooperation with community organizations in addressing the local and global educational and service needs of our community.

Accreditation

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, (707)569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Goals of the College

Laney College strives to serve the best interest of its community. Accordingly, the college is committed to the following goals:

- To maintain high standards in all college programs.
- To provide comprehensive general, transfer, and occupational education to enable students to acquire skills and knowledge to live and work effectively in society.
- To provide developmental education and support services to enable students to succeed in college.
- To provide counseling and a variety of student support services and programs to assist students in achieving their educational goals.
- To maintain educational quality through continual instructional review, improvement, and innovation.
- To provide life-long learning opportunities for those who want more knowledge about our ever-changing world.
- To help students develop a sense of self-confidence, individuality, and social and political responsibility.
- To assist students in developing an understanding and respect for people from diverse backgrounds and cultures.



LANEY COLLEGE BUSINESS SERVICES

MEMORANDUM

TO: Tom Smith, Associate Vice Chancellor for Financial Services

FROM: Mazie Brewington, Business Services Manager

DATE: March 27, 2001

SUBJECT: 1999-2000 Audit Findings – Laney College

- *Category: Associated Students – Deposits*

Finding # - 2000-6

At Laney College, deposits are accumulated until the bookkeeper can drive across town to deposit the funds. It was noted the College maintains a contract with Dunbar Armored for deposits to be picked up and transported to the bank. Two deposits tested were noted to be held for two weeks.

Corrective Action: Laney College bookkeepers will make weekly deposits. Also, the bookkeeper responsibilities will be reviewed to determine if the service should be contracted out.

- *Category: Disbursements*

Finding # - 2000-8

The following items were noted during our expenditure testing for the Associated Students:

- Four payments were missing receiving documentation for goods received.
- One payment was missing an invoice.
- Four payments were missing the necessary approval authorization.
- Two reimbursement requests only had notes requesting the reimbursement and no supporting receipts.
- Associated Students authorized his own reimbursement request and then signed his own reimbursement checks.

10/27/01 10:56 AM

- Associated Students checkbook had seven blank pre-signed checks. The checking account requires dual signature.
- Janitors were paid for services rendered after hours for special functions rather than submitting the names to payroll for the proper payment.

Corrective Action: Expenditure procedures for Laney College will be reviewed to ensure internal controls are followed. Laney College will no longer have pre-signed checks of any nature on hand. All employees performing services on behalf of associated students will be paid through the payroll office.

MLB/mb

Cc: Deborah Blue, President, Laney College
Joan Jewett, Bursar
John Shaffer, District Auditor

Laney College
ACCJC DISTANCE LEARNING UPDATE
 2000-2001

1. What is the total enrollment for Fall 2000 in all types of DL offered? 1,038 ND
2. Does your college offer 50% of any degree or certificate via distance learning? If so, please list the programs and the delivery modes.
- On the grid provided, please list the distance learning courses your college has added during the 2000-2001 academic year, their delivery mode, the semester they were first offered, the type of credit they carry, and those who participated in their development.

Please use the following abbreviations:

Distance Delivery Mode:
 One-way audio (tapes, radio)
 Correspondence (conventional mail)
 Two-way audio (phone, voice mail, tapes)
 One-way visual (non-interactive telecourses)
 Two-way visual (interactive telecourses)
 One-way Internet (website viewing)
 Two-way Internet (website, e-mail, chat)
 Combination of 2 or more above (Please describe.)
 Face-to-face (if combined with distance mode)

Credit Type:
 Transfer
 AA/AS Degree
 Non-deg applic
 Non-credit

Trans
 AA/AS
 Non-deg
 Non-cred

1-way A
 Corresp
 2-way A
 1-way V
 2-way V
 1-way I
 2-way I
 Combo
 F-to-f

Dept fac
 Non-dept fac
 Distance fac
 Commer
 Combo (please describe)

Developer:
 Faculty within the course's department
 Non-department faculty
 Faculty primarily employed to develop distance courses
 Commercial materials developers (purchased prepackaged materials)
 A combination of developers listed above

EXAMPLES: Courses first offered through a distance delivery mode in 2000-2001.

COURSE NAME & NUMBER	MODES	FIRST OFFERED	CREDIT TYPE	DEVELOPER
Upgrade Windows 95 to Windows 98, Comp 031	2-way I & F-to-f	Sum00	Non-cred	Dept fac
Advanced Spanish, Spanish 210	2-way V	F00	Trans	Commer
Intermediate Access. Computer Information Systems 239	2-way I & 1-way V	S01	Trans, AA/AS	Commer & Dept fac & Commer
Cultural Anthropology, Anth 2	1-way V	F00	Trans, AA/AS	Distance fac

2000-2001 ACCJC DISTANCE LEARNING REPORT GRID

COURSE NAME & NUMBER	DISTANCE DELIVERY MODE	FIRST OFFERED	CREDIT TYPE	DEVELOPER
<i>See attached</i>				

Prepared by _____

Telephone _____

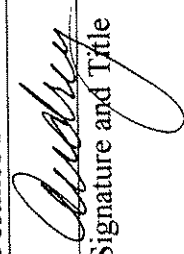
E-mail _____

Signature & title _____

ACCJC DISTANCE LEARNING REPORT GRID, 2000-2001

COURSE NAME AND NUMBER	DISTANCE DELIVERY MODE	FIRST OFFERED	CREDIT TYPE	DEVELOPER
ANTRH 2--Intro to Archeology & Prehistory , Out of the Past	Combination (Combo) One way video and phone, voice mail, and E- mail	F96	Trans, AA/AS	Dept fac
ANTHR 3--Intro to Social and Cultural Athropology, Faces of Culture	"	S95	"	"
ASTRO 10--Descriptive Astronomy Universe: The Infinite Frontier	"	S99	"	"
BIOL 11--Principles of Biology Cycles of Life	"	S99	"	"
BIOL 28--Human Nutrition Nutrition Pathways	"	S97	"	"
BUS 2--Intro to Business Law Business Law	"	S99	"	"
BUS 10--Intro to Business It's Strictly Business	"	F95	"	"
BUS 54--Small Business Management Something Ventured	"	F96	"	"
BUS 70--Intro to Marketing Marketing	"	F95	"	"
BUS 75--Salesmanship Sales Connection	"	F97	"	"
BUS 201--Business Communications Business Communications	"	S00	AA/AS	"
BUS 202--Business Mathematics By the Numbers	"	F96	"	"
BUS 230D-F--Beginning Keyboarding (On- line course)	Internet	S01	"	"
BUS 231D-F--Intermediate Keyboarding (On-line course)	Internet	S01	"	"

ENGL 12--Film: The 20 th Century Medium American Cinema	Combination (Combo) One way video and phone, voice mail, and E- mail	S97	Trans; AA/AS	Dept Fac
ENGL 48GA--Mythology	"	F95	"	"
HLTED 1--Exploring Health Issues Living With Health	"	S95	"	"
HLTED 48GA--Quality Living After 50 Growing Old in a New Age	"	F95	"	"
HIST 7A--U.S. History to 1877 American Adventure	"	S96	"	"
HIST 7B--U.S. History to 1877 America in Perspective	"	S96	"	"
HUMAN 30A--Human Values/Ethics Ethics in America	"	S98	"	"
JOURN 62--Mass Media & Society Media Waves	"	F98	"	"
LRNRE 57--Career Life Planning Career Advantage	"	F00	"	"
MUSIC 10--Music Appreciation A World of Music	"	S00	"	"
PHIL 01--Intro to Philosophy For the Love of Wisdom	"	F98	"	"
PSYCH 1A--Intro to General Psychology Discovering Psychology	"	S96	"	"
PSYCH 7A--Psychology of Childhood Time to Grow	"	F95	"	"
PSYCH 7B--Adolescent Psychology Time to Grow	"	S00	"	"
SOC 01--Intro to Sociology Sociological Imagination	"	S95	"	"
SPAN 60A--Spanish Destinos I	"	S00	"	"



 Signature and Title: Vice President of Instruction Date: 6-14-01
 (510) 464-3813
 atrotter@peirce.edu

March 9, 2001

Laney College EVALUATOR DATABASE ROSTER

Current:

Changes:

Name: Ms. Anita Black
Title: ~~Assistant Dean of Instruction, Business and Service Occupations~~
Phone: ~~510-464-3224~~
FAX: ~~510-464-3231~~ Transferred to Merritt College
E-Mail:
Ethnicity: B

Name: Dr. Deborah Blue
Title: President
Phone: 510-834-5740
FAX: 510-464-3528
E-Mail: *dblue@peralta.cc.ca.us*
Ethnicity: B

Name: ~~Dr. Eugene Long~~
Title: ~~Assistant Dean of Instruction, Math/Science~~ Retired
Phone: ~~510-834-5740~~
FAX: ~~510-464-3231~~
E-Mail:
Ethnicity:

Name: Mr. Milt Shimabukuro
Title: Counselor
Phone: 510-464-3162
FAX: 510-986-6906
E-Mail: *mshimabukuro@peralta.cc.ca.us*
Ethnicity: A

Name: Mr. Thomas Turman
Title: Department Chair Architecture/Engineering Tech
Phone: 510-464-3450
FAX: 510-464-3231
E-Mail: *turman@peralta.cc.ca.us*
Ethnicity: W

Name: Mr. E. William Leal
Title: ~~Instructor, Applied Graphic Design/Electronic Publishing~~ *Division Dean, Vocational and Technical Education*
Phone: 510-464-~~3263~~ 3218
FAX: 510-464-~~3211~~ 3231
E-Mail: *eal@peralta.cc.ca.us*
Ethnicity: W

March 9, 2001


Laney College COLLEGE EVALUATOR DATABASE ROSTER

Current:

Changes:

Name: Dr. Mae Moore
Title: Librarian/ESL Instructor
Phone: 510-464-3106
FAX: 510-464-3264
E-Mail:
Ethnicity: B

Name: Dr. Audrey Trotter
Title: ~~Dean of Instruction~~ Vice President of Instruction
Phone: 510-464-3213
FAX: 510-464-3231
E-Mail: atrotter@peralta.cc.ca.us
Ethnicity: B


(Signature and title of person completing these forms, please)

**Laney College Confidential Nomination Form
for ACCJC Evaluator Database Files**

Name:

Position:

Dr. Irv Berkowitz

Division Dean, Language Arts &
Social Sciences

Mazie Brewington

Manager, Business & Admin Services

Adrienne Riley

Counselor / Articulation Officer

Catherine Crystal

Faculty / Chair / ESL

Audrey J. Miller Vice President of Instruction
(Signature and title of person completing these forms, please)

The ACCJC appreciates your assistance in this matter, and keeps all recommendations confidential, pending acceptance by the person recommended.

Mission Statement

▶ [Laney Home](#) ▶ [PCCD Site](#) ▶ [Back](#)

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- To maintain educational quality through continual instructional review, improvement, and innovation.
- To provide life-long learning opportunities for those who want more knowledge about our ever-changing world.
- To help students develop a sense of self-confidence, individuality, and social and political responsibility.
- To assist students in developing an understanding and respect for people from diverse backgrounds and cultures.

DUE DATE: May 1, 2007

WASC DIRECTORY REPORT
to
ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
3402 Mendocino Avenue, Santa Rosa, CA 95403

WASC DIRECTORY DATA (Please update)

LANEY COLLEGE

~~Acting President, (Dr.) Ione Elhoff~~ President, Deborah Blue, Ph. D.

900 Fallon Street, Oakland, CA 94607.

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Total enrollment: ~~11,486~~ 11,375 12,316

Prof. Accred.:

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510-464-3236

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dblue@peralta.cc.ca.us

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Direct Telephone Number/ALO

510-464-3231

FAX Number/ALO

atrotter@peralta.cc.ca.us

E-Mail Number /ALO

Audrey P. Trotter, Ph. D.,
Dean of Instruction

Name & Title, Accreditation Liaison Officer

Signed

Deborah G. Blue (A. Trotter)

Date

6-15-01

Note: Please cross out any inaccurate information and make changes directly on this form to facilitate computer update. Do not retype this form. Thank you.