

March 9, 2017

Dr. Bill Smith
President
Columbia College Hollywood
18618 Oxnard Street
Tarzana, CA 91356-1411

Dear Dr. Smith:

This letter serves as formal notification and official record of action taken concerning Columbia College Hollywood (CCH) by the WASC Senior College and University Commission (WSCUC) at its meeting February 15-17, 2017. This action was taken after consideration of the report of the review team that conducted the Special Visit to CCH November 7 – 10, 2016. The Commission also reviewed the institutional report and exhibits submitted by CCH prior to the Special Visit and the institution's January 3, 2017 response to the team report. The Commission appreciated the opportunity to discuss the visit with you and your colleague: Alexis Sanderson, Vice President for Academic Affairs and Accreditation Liaison Officer (ALO). Your comments were very helpful in informing the Commission's deliberations. The date of this action constitutes the effective date of the institution's new status with WSCUC.

Actions

1. Receive the Special Visit team report that focused on clarity of mission; cross-functional structures; student success and risk; assessment and program review; and, general education and core competencies.
2. Re-schedule the reaffirmation review with the Offsite Review in fall 2019 and the Accreditation Visit in spring 2020.

Commendations

The Commission commends Columbia College Hollywood in particular for the following:

1. Responding candidly and thoughtfully to the recommendations in the 2014 Commission action letter within the context of a recent transition in leadership who had to prepare for the visit within a short time frame;
2. Creating a new mission statement that reflects “storytelling within an exploration of the liberal arts” and effectively describes its intention to operate as an academic institution rather than a vocational school;
3. Demonstrating its commitment to a liberal arts presence in general education (GE) and the core competencies by hiring full-time faculty and funding faculty development seminars devoted to these areas, and by assessing effectiveness with a dedicated program review of general education learning outcomes;
4. Establishing a learning community that utilizes cross-functional teamwork to provide support for both students and faculty;
5. Integrating part-time faculty into the decision-making processes and compensating them for assessment training;
5. Improving physical facilities, executive leadership, support staff, and student activities to facilitate collaboration, support student success, and enhance student learning.

Recommendations:

The Commission identifies the following issues for further development:

1. Revise CCH’s program review cycle so that at least one program review occurs each year on a rotating basis, in order to provide formative analysis and enable continuous improvement (CFR 2.7, 4.1).
2. Complete a minimum of two program reviews to pilot the revised process prior to the upcoming WSCUC review in 2018 (CFR 2.7, 4.1).
3. Implement proposed revisions to the assessment program in a way that creates a manageable, reliable, and actionable system, including direct evidence of student learning (CFR 1.2, 2.3, 2.7, 4.1).
4. Examine, redesign, and/or re-categorize courses currently labeled as general education to ensure that the course emphasis is on the diverse content typically associated with the humanities, social sciences or math/science to provide students with the breadth and depth expected of a baccalaureate program. As part of its process, CCH should develop clear criteria for designating which courses belong in the three GE distribution categories (CFR 2.2a).
5. Apply all the recommendations from this visit to both locations of the college, if the proposed acquisition of a branch campus occurs (CFR 1.1, 1.2).

6. Adapt institutional research so that it is a proactive and comprehensive function, i.e. to engage in the effective and efficient production and analysis of data for all academic decision-making and take the initiative to meet the needs of the new cross-functional structures (CFR 4.1, 4.2).
7. Realign and articulate CCH's organizational structure to more clearly reflect the duties and responsibilities of the administration and key committees (CFR 1.7, 3.7).

In accordance with Commission policy, a copy of this letter will be sent to the chair of Columbia College Hollywood's governing board in one week. The Commission expects that the team report and this action letter will be posted in a readily accessible location on the Columbia College Hollywood website and widely distributed throughout the institution to promote further engagement and improvement and to support the institution's response to the specific issues identified in these documents. The team report and the Commission's action letter will also be posted on the WSCUC website. If the institution wishes to respond to the Commission action on its own website, WSCUC will post a link to that response on the WSCUC website.

Finally, the Commission wishes to express its appreciation for the extensive work that Columbia College Hollywood undertook in preparing for and supporting this accreditation review. WSCUC is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. Please contact me if you have any questions about this letter or the action of the Commission.

Sincerely,



Mary Ellen Petrisko
President

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Cc: William Ladusaw, Commission Chair
Alexis Sanderson, Accreditation Liaison Officer (ALO)
William Durden, Board Chair
Members of the Special Visit team
Maureen A Maloney, Vice President