

Substantive Change Proposal

Addition of New Programs:

Certificates of Achievement in Group Fitness Instructor and Personal Trainer

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A. PROPOSED CHANGE DESCRIPTION AND JUSTIFICATION

Brief Description of the Change

Folsom Lake College (FLC) is the fourth college of the Los Rios Community College District (LRCCD). The college has a main campus in Folsom, California, an educational center in Placerville (El Dorado Center), and an outreach center in Rancho Cordova (Rancho Cordova Center). The college's service area extends along the Highway 50 corridor as far as Rancho Cordova to the west and well beyond Placerville to the east. It also extends to the service boundary with American River College to the northwest and to the service boundary with Sierra College and Lake Tahoe College to the northeast, as well as to the service boundary with Sacramento City College to the southwest. In fall 2009, the college had 9,546 students enrolled.

Folsom Lake College is relatively new, having received its initial accreditation in January 2004. At that time the college did not yet have any locally developed vocational programs, nor did it have a dean for career and technical education. In 2005, following a successful application, the college was awarded a congressionally-directed federal Earmark grant to assess labor market data and develop new career and technical education (CTE) programs. Shortly thereafter, the college hired its first Dean of Instruction, Career and Technical Education. During 2005-2007, the college held a series of meetings involving college faculty, administrators, and local business and industry leaders to identify various community, business, and industry training needs within the college's service areas as well as appropriate programs for development (Attachment 1). Meeting participants considered various regional studies, including the seminal *Highway 50 Corridor Economic Study*, published by the Sacramento Regional Research Institute, a California State University, Sacramento research group (Attachment 2).

As individual programs were identified, meetings became more focused and led to the development of advisory boards for each proposed program. A new advisory board for kinesiology, nutrition, and health education is currently being formed and is scheduled to have its first meeting in October 2010. The new board will provide valuable business and industry advice for the Group Fitness Instructor and Personal Trainer programs. Physical education faculty used the input from business and industry professionals to help guide their development of program student learning outcomes and curriculum for each of the new programs. Additionally, as part of a district-wide program placement process, college faculty and administrators engaged in lively dialogue with colleagues at the sister colleges to recommend placement of resource intensive programs at specific district colleges.

The activities described above led to development in 2007 and 2008 of several new programs, including the Certificate of Achievement in Group Fitness Instructor and Certificate of Achievement in Personal Trainer programs. Program course descriptions are published in the college catalog, which is available online (www.flc.losrios.edu/Academics/Catalog.htm) and in print (Attachment 3). Program certificate descriptions and student learning outcomes will be published in the 2010-11 Catalog (Attachment 4).

Relationship to College Mission

The Group Fitness Instructor program is designed to meet the competency areas for students interested in entering into the professional field of group fitness instructor. The program prepares

students for occupations as a group fitness instructor, activities director, corporate fitness program director, and/or fitness facility manager. The Personal Trainer program is designed to meet the competency areas for students interested in entering into the professional field of personal trainer. The program prepares students for occupations as a personal trainer, fitness facility manager, wellness consultant, and/or activities director. Both programs will prepare students for the American Council on Exercise Group Fitness Instructor and Personal Trainer examinations. All courses within these two certificate programs are transferable to the California State University system, with the result that the programs will provide employment training as well as advancement toward a degree, which is consistent with the college mission (Attachment 5). The two programs are aligned with the college mission in other ways as well in that they will:

- Inspire and prepare our students to reach their educational goals by providing:
 - Excellence in teaching;
 - Rigorous academic programs for completion and transfer;
 - Training to enhance employment and career skills; and
 - Preparatory programs for student success.
- Introduce students to those broad areas of human knowledge and understanding that add meaning to their lives.
- Provide curriculum, instruction, and comprehensive student support programs that promote the participation and success of all students.
- Create opportunities for lifelong learning and enrichment.
- Develop and maintain a collaborative and innovative college environment that promotes personal interaction as the foundation of learning, honors and is responsive to the diverse backgrounds, perspectives, abilities and needs within each of the evolving communities we serve.
- Establish and strengthen partnerships with educational institutions, community groups, and business and government entities.

Rationale for Change

The Sacramento metropolitan area includes more than 500 fitness-related companies, employing approximately 1800 fitness trainers and aerobics instructors. Employment Development Department projections indicate job growth rates of 18.1% in the Sacramento metropolitan area and 21.8% in the state between 2006 and 2016 (Attachment 6). O*NET OnLine data is similar, indicating a projected growth rate of 22%, which is much faster than average for other jobs nationwide (Attachment 7). However, local employers who attended the Earmark meetings reported that applicants often lack knowledge and experience, particularly in regards to at risk and/or older populations. A common route to becoming a personal trainer or group fitness instructor is to participate in exercise classes until one becomes proficient enough to lead a class oneself. Prospective employees might also take individual training courses or attend fitness

conventions to gain needed certifications, but generally most prospective employees lack formal training.

The two proposed certificate programs were analyzed extensively through FLC's Earmark grant process in 2006-07 as well as through a Los Rios Community College District *Convergence* summit in 2006 (Attachment 8). As part of this summit, the Los Rios Community College District conducted an employer survey to determine what technical skills and knowledge are needed by employees (Attachment 9). The results informed the development of these two programs, which are designed to provide students with a comprehensive education in preparation for work in these two areas of the fitness industry. The program will also serve the local fitness industry in that it will provide a steady stream of qualified workers.

B. PLANNING PROCESS DESCRIPTION

Relationship to College Planning Process and Mission

The quality and appropriateness of new instructional programs are maintained through the program approval processes for new programs (Attachments 10, 11). The Group Fitness Instructor and Personal Trainer program proposals were reviewed by the curriculum committee's program development and planning (PDP) subcommittee as well as by the district's program placement council (PPC) (Attachment 12). Once the program proposals were approved for further development, college administrators and faculty engaged in extensive dialogue with colleagues at transfer institutions and local businesses to ensure the quality of course and program content. Programs and related courses were developed using SOCRATES, the district's online curriculum management system, which enabled faculty from throughout the district to comment on the proposals. Developed proposals were then routed through college and district review and recommendation processes and, after gaining Board of Trustee approval, were sent to the state's North/Far North Regional Consortium and subsequently the State Chancellor's Office for approval (Attachments 13, 14).

The two proposed programs will be part of the current Physical Education and Athletics department, which is housed in the college's Physical Education and Career Technical Education area (Attachment 15). Effective July 1, 2010, the department's new name will be Kinesiology, Health, and Athletics. Individual program planning processes take place at the department level, and CTE programs are assessed and evaluated with the assistance of business and industry advisory committees. Departments are required to submit annual educational master plans (EMPs) each spring (Attachment 16). As part of the plans, departments identify any upcoming changes in curriculum and the resources needed to support those changes. Resources may include additional staffing, facilities, equipment, operating budgets, and/or training. Actual requests for new resources must be documented in the plan before the appropriate college committee will consider the request for approval.

Program Needs and Resources Assessment

In preparing to offer the Group Fitness Instructor and Personal Trainer programs, the college assessed the needed resources for administrative support, expert faculty to teach the programs, classroom space and infrastructure, equipment, library materials, supplies, faculty professional development and advisory board support. The college concluded it has sufficient resources to offer the two programs. The resources are detailed in Section C of this proposal.

Anticipated Effect on the College

The college has already been offering many of the courses need to complete the Group Fitness Instructor and Personal Trainer programs. Therefore, it is anticipated that the approval of the certificate programs will have minimal additional impact on the college.

Intended Benefits

The Group Fitness Instructor and Personal Trainer programs are intended to benefit local businesses as they attempt to fill many new and replacement positions during the next decade. The programs will also benefit students who are interested in fitness careers as well as existing fitness professionals who are interested in career advancement through further education and the attainment of a college certificate and/or preparation to pass the American Council on Exercise Group Fitness Instructor and Personal Trainer examinations.

Description of Preparation and Planning Process

The Group Fitness Instructor and Personal Trainer programs were developed in accordance with the college's program approval process (Attachments 10, 11). As noted previously, the college was awarded a federal Earmark grant that facilitated the research and development of new CTE programs. Physical Education and Athletics Department members articulated the following program student learning outcomes:

Group Fitness Instructor

1. Perform and interpret the results of a fitness assessment.
2. Design safe and effective group exercise classes utilizing appropriate music and equipment.
3. Demonstrate and teach safe and effective exercise techniques with appropriate modifications for a variety of populations.
4. Apply skills and knowledge to manage fitness programs and/or facilities.
5. Operate within the ethical and legal scope of practice for the group fitness instructor.

Personal Trainer

1. Perform and interpret the results of a comprehensive health screening and fitness assessment.
2. Compile and utilize health, lifestyle, medical, and fitness assessment information to design safe, appropriate, and effective exercise programs.
3. Demonstrate and teach safe and effective exercise techniques for a variety of populations.
4. Apply skills and knowledge to set up practice as an independent contractor or a sole proprietorship.
5. Operate within the ethical and legal scope of practice of the personal trainer
6. Seek employment in fitness industries in the region.

Once program outcomes were established, curriculum was developed and processed via the college and district curriculum and program approval processes as previously described. The programs have been approved by the North/Far North Regional Consortium, which serves as a primary link between its 15 northern California member community colleges, Economic and

Workforce Development Program Centers and Initiatives, and the California Community College Chancellor's Office. One of the consortium's goals is to reduce unnecessary duplication of programs in the area. The programs have also been approved by the State Chancellor's Office (Attachment 14).

C. EVIDENCE OF ADEQUATE RESOURCES

Faculty, Management, and Support Staffing

The two proposed programs will be part of the Physical Education and Athletics Department (soon to be Kinesiology, Health, and Athletics Department), which is housed in the college's Physical Education and Career Technical Education area (Attachment 15). The department has a faculty chair, and the division is managed by the Dean of Instruction, Career and Technical Education. Core support staff members include a permanent Physical Education/Athletic Attendant and a temporary certified Athletic Trainer. The attendant provides staff support to instructional faculty, including room preparation, supplies, cleaning, and maintenance of equipment housed in the physical education facility. The attendant participates in monthly department meetings, provides regular updates regarding purchasing needs, and serves as the college liaison to numerous vendors engaged by the college to maintain and service equipment housed in the facility. The certified Athletic Trainer provides athletic training services to FLC intercollegiate athletic teams and works closely with the attendant in monitoring supplies and equipment as well as assisting instructional faculty in their classroom preparation.

Funding for the Group Fitness Instructor and Personal Trainer program full-time and adjunct positions is made available through regular district funding processes. The district provides its four colleges with faculty salaries and benefits funding through full-time equivalent faculty (FTEF) allocations based upon an agreed formula that includes consideration of past FTEF allocations, course productivity, and availability of general funds. Each college then determines how to allocate its assigned FTEF to its instructional programs. The FLC Office of Instruction has established allocation processes that ensure all approved degree and certificate programs are given sufficient FTEF to staff the necessary number of courses for students to complete the required program course sequence within a two-year time period (Attachment 17). When new district growth funds make increased FTEF available to the college, the Office of Instruction can decide where it wishes to allocate the FTEF, including providing increased sections for CTE programs where demand indicates new sections would be productive. During times of reduced funding that result in decreased FTEF allocations, the Office of Instruction prioritizes FTEF allocations to ensure that cuts are made to courses with multiple sections and/or to "stand alone" courses that are not required for any degree or certificate. Most of the programs' courses needed to complete the proposed degree and certificate programs within a two-year time period are already in place and the college is committed to ensuring all the courses needed to complete the required sequence will continue to be funded.

Professional development opportunities are available to all Group Fitness Instructor and Personal Trainer program faculty through regular college processes, as well as through CTE designated Perkins Vocational and Technical Education Act (VTEA) funding.

Group Fitness Instructor and Personal Trainer students may access all the same academic and student support services as other FLC students. The services are described in the college catalog (Attachment 3, pages 33-38). Funding for these services is already in place. The Group Fitness Instructor and Personal Trainer programs do not have or need any specialized support staffing.

Equipment and Facilities

The programs will be sited primarily at FLC's main campus where on January 20, 2009 the college opened a dedicated physical education facility. The 23,395 assignable square foot two-story building includes five instructional classrooms: weight room, exercise science, dance studio, aerobics/fitness, and circuit training; faculty and staff offices and a faculty workroom; and men's and women's locker rooms. All spaces are compliant with the Americans with Disabilities Act. The facility's equipment includes free weights, circuit training machines, aerobic/fitness equipment, portable dance Barre bars, and glass mirrors. All instructional rooms are networked and include monitors and sound systems for instructional and teaching purposes.

Initial and Long Term Fiscal Resources

Folsom Lake College has allocated sufficient fiscal resources to support current Group Fitness Instructor and Personal Trainer course offerings. The college has in place a process to allocate FTEF for additional class sections based on analysis of prior section fill rates, wait-listed students and available growth monies, and additional course sections will be funded as needed. Other financial needs are supported by the operating budgets established within the Office of Instruction. VTEA funds are also available to fund CTE programs, including Group Fitness Instructor and Personal Trainer (Attachment 18).

Achievement Monitoring Plan

The college provides annual reports on degrees awarded, course enrollments, and student success rates (Attachment 19). In addition, the college has a two-year program review cycle for CTE programs (Attachment 20), and the review includes analysis of program outcomes. The Group Fitness Instructor and Personal Trainer programs will be added to the review cycle under the Physical Education and CTE area. Course outcomes are documented annually through the educational master plan process. The college has also implemented an online, on-demand reporting system that provides data on program enrollments and course activity, demographics, and student achievement, which includes information on physical education classes (Attachment 21).

D. EVIDENCE OF NECESSARY INTERNAL AND EXTERNAL APPROVALS

Statement of Required Approvals

The Folsom Lake College curriculum committee is responsible for approving all programs and courses. The committee has approved the Group Fitness Instructor and Personal Trainer programs and their associated courses (Attachments 10, 11). The programs and courses have also been approved by the LRCCD curriculum coordinating committee, the LRCCD Board of Trustees, the North/Far North Regional Consortium, and the California Community Colleges Chancellor's Office (Attachments 13, 14).

Legal Requirements

There are no special legal requirements for the Group Fitness Instructor and Personal Trainer programs.

Evidence of Governing Board Action

The LRCCD Board of Trustees approved the Group Fitness Instructor and Personal Trainer programs at its September 17, 2008 meeting (Attachments 13).

E. ACCREDITATION ELIGIBILITY REQUIREMENTS

1. Authority

Folsom Lake College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office. The college received its initial accreditation in January 2004 and had its accreditation reaffirmed in January 2010.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer will be offered under the same authority requirements as the college's other programs. They have been approved by the California Community College Chancellor's Office as well as the North/Far North Regional Consortium (Attachment 14).

2. Mission

Folsom Lake College's educational mission as a community college is clearly defined and published in its catalog. The educational mission is aligned with the Los Rios Community College District's educational mission statement. The Los Rios Community College District Board of Trustees approved the college's most recent revision to its mission statement in September 2006.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer fall within the college's mission of offering transfer and vocational programs to students (Attachment 5).

3. Governing Board

Folsom Lake College is one of four colleges in the Los Rios Community College District. The district is governed by a publicly elected seven-member Board of Trustees, joined by a non-voting student trustee. The Board of Trustees functions as an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions, and is sufficient enough in size to fulfill its responsibilities consistent with the California Education Code. A majority of the board members have no employment, family, or personal financial interest in the institution.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer have been approved by the Los Rios Community College District Board of Trustees (Attachment 13).

4. Chief Executive Officer

Folsom Lake College has a chief executive officer whose full-time responsibility is to the institution. The Folsom Lake College president is appointed by the Los Rios Community College District Board of Trustees and reports to the district chancellor. The chancellor is appointed by and reports to the Board of Trustees.

The college president and district chancellor approved the Group Fitness Instructor and Personal Trainer programs, as they do all college programs for recommendation to the Board of Trustees. They also provide regular reports to the Board regarding degrees and certificates awarded and overall student success.

5. Administrative Capacity

Folsom Lake College has sufficient academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college mission.

The college has nine instructional, student services, and administrative services administrators whose responsibilities include oversight of programs and services (Attachment 15). The district organization chart is provided in Attachment 22.

6. Operational Status

Folsom Lake College is operational with over 9,546 students enrolled in fall 2009. Most are actively pursuing vocational certificates, associate degrees, and/or transfer to four year institutions.

The addition of the Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer Management will provide students with additional certificate choices. In fall 2009, three program-specific courses had a combined total of 87 student enrollments.

7. Degrees

Folsom Lake College offers the Associate of Arts and Associate of Science degrees. It has 31 degree programs. A majority of students are enrolled in courses that are required for a certificate or degree program, and/or required for transfer to four-year institutions.

The Group Fitness Instructor and Personal Trainer Certificate of Achievement programs do not lead to a degree. However, course requirements and student learning outcomes for the Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer will be described in the 2010-11 Catalog (Attachment 4). All of the courses for these programs are transferable to the California State University system, where they can be counted as part of the units required for a Bachelor's Degree.

8. Educational Programs

Folsom Lake College's degree programs are congruent with its mission and are based on recognized higher education fields of study. The curriculum committee, a committee of the Folsom Lake College academic senate, ensures the programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered,

regardless of course modality. The degree programs meet California Code of Regulations, Title 5 curriculum requirements, and when combined with the general education component, represent two years of full-time academic work.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer have been approved by Folsom Lake College curriculum committee, the Los Rios Board of Trustees, the North/Far North Regional Consortium, and the state Chancellor's Office (Attachments 10, 11, 13, 14).

9. Academic Credit

Folsom Lake College awards academic credits based on accepted practices of California community colleges under California Code of Regulations, Title 5. Detailed information about academic credits is published in the college catalog and schedules.

All courses in the Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer have unit (credit) values based upon these same accepted practices. All courses, including their unit values, are described in the college catalog.

10. Student Learning and Achievement

Folsom Lake College has developed a framework by which student learning and achievement outcomes for all courses, programs, and degrees are regularly and systematically assessed. Authentic assessment is underway for programs, and results are being used for improvement. Outcomes for all degree programs are published in the college catalog. Outcomes for courses are described in the course outlines, which are maintained on the district-wide curriculum management system.

Program learning outcomes will be listed in the 2010-11Catalog, and course outcomes are listed in course outlines as well as in all course syllabi. A *Program Student Learning Outcomes* document has been developed for every program to illustrate the courses in which program learning outcomes are achieved (Attachments 4, 23). Course and program student learning outcomes are/will be assessed regularly.

11. General Education

Students must complete a minimum of 21 semester units of general education courses and demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The general education units include an introduction to major areas of knowledge. The general education program has comprehensive learning outcomes that will be assessed regularly.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer do not require students to complete general education requirements.

12. Academic Freedom

Faculty and students at Folsom Lake College are free to examine and test all knowledge appropriate to their discipline or area of major study. The college catalog contains the

American Association of University Professors Statement of Principles on Academic Freedom, and also the Los Rios Colleges Federation of Teachers Statement on Academic Freedom.

Administration of the Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer is consistent with practices described in the statements listed above.

13. Faculty

Folsom Lake College has 107 full-time faculty and over 186 adjunct faculty. Faculty must meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in California Code of Regulations, Title 5. A clear statement of faculty responsibilities exists in the faculty contract, and this includes assessment of student learning outcomes.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer are chaired by a full-time faculty member of the Physical Education and Athletics department, who works with the area dean to ensure that all program faculty meet the minimum requirements for the discipline. Several program courses are taught by adjunct instructors, all of whom have industry experience. A job description has been developed and used to hire current adjuncts (Attachment 24).

14. Student Services

Folsom Lake College provides a comprehensive array of student services for all its students, as well as basic skills courses for those students requiring better preparation for college level work.

Students enrolled in the Group Fitness Instructor and Personal Trainer programs have access to comprehensive student services, including admissions, enrollment, counseling, financial aid, follow up (Early Alert), college orientation, and transfer assistance (Attachment 3, pages 33-38).

15. Admissions

Folsom Lake College has adopted and adheres to admission policies consistent with its mission as a public California community college and in compliance with California Code of Regulations, Title 5. Admissions policies are published in the college catalog and class schedules.

Students in the Group Fitness Instructor and Personal Trainer programs are admitted in accordance with the policies listed in the college catalog (Attachment 3, pages 9-11).

16. Information & Learning Resources

Folsom Lake College provides specific long-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students and programs.

The college library provides access to learning resources required to implement the Group Fitness Instructor and Personal Trainer programs. These resources include the online catalog (LOIS), online databases, and research assistance. The college has two fully staffed libraries to assist students and faculty, one at the FLC-main campus and one at the El Dorado Center.

17. Financial Resources

Folsom Lake College, through the Los Rios Community College District, publicly documents a funding base, financial resources, and plans for financial development adequate to support its mission and educational programs, and to assure financial stability.

The college has the financial resources and allocation processes in place to support the Group Fitness Instructor and Personal Trainer programs.

18. Financial Accountability

The Los Rios Community College District regularly undergoes and makes available an external financial audit for the district and its colleges by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States.

Information regarding all college programs is included in the appropriate financial documents and audits.

19. Institutional Planning & Evaluation

Folsom Lake College assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. The college systematically evaluates how well and in what ways it is accomplishing its purposes through various integrated processes that include strategic plan review, program review, student learning outcomes assessment, and educational master plan review.

Planning for and evaluation of the Group Fitness Instructor and Personal Trainer programs occurs through the educational master plan (Attachment 16) and program review processes, both of which are integrated into the college wide planning cycle (Attachment 25).

20. Public Information

Folsom Lake Colleges publishes in its catalog, college website, and other appropriate places the college mission, vision, and values statements; information about programs, courses, and degrees; admission requirements and procedures; college and academic regulations; student development programs and services; policies on the rights of individuals; student rights and responsibilities; and academic credentials of faculty and administrators.

Information about the Group Fitness Instructor and Personal Trainer programs will be available in the 2010-11 Catalog (Attachment 4).

21. Relations with the Accrediting Commission

The Los Rios Community College District Board of Trustees provides assurance that Folsom Lake College adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes the college in identical terms to all its accrediting agencies, communicates any changes in its accredited status and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

The Certificate of Achievement programs in Group Fitness Instructor and Personal Trainer are integrated into the overall college mission and operations and subject to all Accrediting Commission eligibility requirements, standards, and policies.

F. ACCREDITATION STANDARDS AND RELEVANT COMMISSION POLICIES

Standard 1: Institutional Mission and Effectiveness

- **Mission:** The college has a mission statement that demonstrates strong commitment to providing transfer and vocational opportunities to students that lead to student learning and achievement (Attachment 5). The proposed Group Fitness Instructor and Personal Trainer programs are vocational (career technical) and all courses transfer to CSU, Sacramento. A process is in place to review and update the mission statement as necessary every three years. The next review is scheduled for and currently underway in spring 2010. All college constituents are encouraged to participate in the review process.
- **Improving Institutional Effectiveness:** The college has an institutional planning and evaluation cycle in place that includes a program review process for all instructional programs as well as an annual educational master plan process that includes assessment of course student learning outcomes (Attachments 25, 20, 16). The program review process is currently being updated to ensure inclusion of student learning outcomes assessment results in the next cycle of reviews. The effectiveness of the Group Fitness Instructor and Personal Trainer courses and programs are/will be assessed through these processes. Academic and student support services also have an established program review cycle that includes review of services within their regular review processes.

Standard 2: Student Learning Programs and Services

- **Instructional Programs:** The college has been working since its initial accreditation in 2004 to create CTE programs to add to its robust transfer offerings. The proposed programs are in recognized fields. The need for these programs was indicated through the extensive review that preceded their development. Both programs were developed through a collaborative process involving college faculty and personnel from local businesses to ensure high quality. Program and course learning outcomes have been established and subsequently approved through the curriculum approval process, and assessment occurs regularly through the program review and educational master plan processes. Program student learning outcomes will be listed in the 2010-11 Catalog (Attachment 4).
- **Student Support Services:** The college recruits and admits diverse students who can benefit from all its programs, including the Group Fitness Instructor and Personal Trainer programs. All FLC students have access to a broad variety of student support services that enhance student success. The services are described in the college catalog (Attachment 3, pages 33-38) and include admissions, assessment, orientation, enrollment, counseling, wellness, financial aid, follow up (early Alert), disabled students programs and services, extended opportunity programs and services, veterans educational benefits, work experience, and transfer assistance. All services are available at the main campus and college centers. Most services may be accessed online as well as on-ground. Student

services programs have identified student learning outcomes. Outcome assessments are included in their regular program review processes and assessment results are used to further improve services.

- **Library and Learning Support Services:** The college has the necessary library and learning support services to support its programs, including the proposed Group Fitness Instructor and Personal Trainer programs. Classes are available to teach students how to effectively and efficiently use library resources. Student learning outcomes are identified and assessed as part of the library's regular planning and program review processes. In addition, the college has tutoring as well as reading, writing, and math center support services. Student learning outcomes are identified and assessed as part of the services' regular planning and program review processes.

Standard 3: Resources

- **Human Resources:** All full-time and adjunct faculty meet state and district minimum qualifications to be eligible to teach their respective discipline courses. All hiring committees include a trained equity representative whose responsibilities include: ensuring nondiscrimination and equal treatment of applicants as well as fair and equal screening and interview processes; and assisting the hiring committee chair in developing a climate in which interviewed candidates can do their best. Academic, student services, technology and facilities support staff are qualified to provide support services to the programs. All personnel are treated equitably, evaluated regularly and systematically, and provided with opportunities for professional development.
- **Physical and Technology Resources:** Most of the college's facilities have been constructed or updated within the past five years, with the result that physical and technology resources adequately support student learning programs and services as well as improvements to institutional effectiveness. In particular, the FLC main campus opened a new state-of-the-art physical education facility in January 2009, which will support the new Group Fitness Instructor and Personal Trainer programs. Physical and technology resource planning is integrated with other institutional planning through the college's planning and evaluation cycle (Attachment 25).
- **Financial Resources:** The college has a Budget and Facilities Planning Committee that oversees local budgetary planning processes, while district processes are overseen by the District Budget Committee, which includes college representatives. College and district financial planning and budget processes provide sufficient and stable support for all college programs. The Office of Instruction has established allocation processes that allow for program growth (additional class sections) as increased resources become available.

Standard 4: Leadership and Governance

- **Decision-Making Roles and Processes:** Faculty, administrators, classified staff, and students are encouraged to actively participate in the appropriate college and district governance and operational committees and processes. In regards to the proposed programs, the college recognizes the expertise and leadership of its full-time and adjunct

faculty. Full-time and adjunct physical education faculty actively participate in department and advisory board meetings.

- **Board and Administrative Organization:** The college recognizes the responsibilities and leadership of its Board of Trustees and operates in accordance with board policies and regulations, which are published on the district website. The Board approved the Group Fitness Instructor and Personal Trainer programs at its September 17, 2008 meeting (Attachment 13).

Relevant Policies

The college acts in accordance with all policies established by the Accrediting Commission for Community and Junior Colleges.