

July 27, 2022

Elizabeth Price
Accreditation Liaison Officer
Pathways College
320 N Halstead Street
Pasadena, CA 91107

RE: Structural Change Proposal: Associate of Arts in Liberal Studies via distance education

Dear Elizabeth:

During its conference call on July 25, 2022, a panel of the Substantive Change Committee reviewed the Pathways College proposal to offer the Associate of Arts in Liberal Studies degree via distance education. This will be the first program offered by PC at the associate's level and thus will require Structural Change review as well as Substantive Change review for the program.

On behalf of the peer review panel, I extend their appreciation to you and your colleagues for the helpful conference call which added clarity and detail to your proposal. The panel also commends the institution for its efforts to address financial sustainability with a detailed plan for offering a new degree level for a targeted pool of students.

The panel has acted to proceed to a site visit for this program. The nature and timing of the site visit will be coordinated by Konami Chisholm in consultation with two of the original panel members who will conduct the site visit.

The primary purpose of a site visit for a Structural Change is to address institutional capacity for the program. The visit will review the major components and support for the program. While the final agenda for the site visit will be constructed in the coming days, the panel members will wish to investigate the following issues and personnel:

- Chief Academic Officer
- Manager of Assessment and Accreditation
- Eight (minimum) instructional faculty for the proposed program
- Student Services Director
- Academic support and student service personnel (e.g., librarian, tutoring services)
- HEM contract personnel
- BOOST contract personnel
- Student services contract personnel, if such a contract has been put in place
- Financial Aid contract personnel
- Faculty Development Director (Tim Short)
- Admissions Committee
- Recruitment and admissions responsible personnel
- Charter School Partners representatives (3-4 minimum)
- Current BA Liberal Studies Students (5-6 minimum)

In addition, the panel requests that you submit the following "additional information" for the panel members 10 days prior to the site visit:

- Prepare optional financial projections for 60% and 30% of enrollment numbers and a 'most likely' scenario for 2022-23 based on current recruitment and enrollment numbers.
- Outline and define a comprehensive plan for student services. Define the specific services and describe who will implement the services and how service provision is managed and integrated across the institution.

- Provide details in the program (AA Liberal Studies) budget for all contracts for services to be used by the proposed program including indirect services attributable to the program.
- Identify who is involved in admission decisions and who is responsible for marketing, recruitment and enrollment functions and services that will achieve the projected new enrollment goals.
- Provide a comprehensive assessment plan for the proposed program that includes specific course assignments used for PLO formative and summative assessment. Provide rubrics used for consistency of PLO assessment.
- Provide an institutional organization chart which Identifies the academic and administrative infrastructure in which the proposed program will reside. The chart, or a second future state chart, should demonstrate how the program will be managed based on the proposed enrollment growth.
- Provide a governance infrastructure chart that demonstrates the faculty and administrative committee structure at the institution
- Provide an institutional affiliation chart that describes how any institution personnel or board members are affiliated with any external organizations providing contracted services or other services to Pathways College.
- Describe in detail the instructional design elements of the distance education courses (not content). Identify which elements/activities of the course design represents “direct instruction” and “independent learning” in alignment with federal expectations for distance education. Also indicate how “faculty-initiated regular and substantive interaction” is part of faculty development and how and by whom it is assessed on a regular basis.
- Provide any update on Title IV funds approval.
- Provide a description of, or representative contract with, a charter school partner that describes the nature of the contract and the responsibilities of each partner.
- Provide any update on Arizona approvals.

In developing the final agenda for this brief visit, the visitors will likely identify additional individuals or groups with whom they wish to speak and any additional documents they wish to review.

The visiting panelists will write a report of the visit. The findings will be sent to you for correction of errors of fact. and will then be reviewed by The panel will then review any potential corrections and, the proposal, this letter and the site report will be forwarded to a panel from the Commission’s Structural Change Committee for review. That panel will then make a recommendation to the Commission for its consideration of approval.

Please contact me if you have any questions or if I can be of help as the process continues.

Sincerely,



Karen R. Graham, PhD
WSCUC Associate, Substantive Change

Cc: John Hall, President
Tamela Hawley, WASC Vice President
Members of the Substantive Change Committee panel