

Annual Report and Annual Fiscal Report

ACCJC Webinar

February 11 — 3:00 pm - 4:15 pm PST

Welcome!

Quick tips for engaging during this ACCJC webinar:

- Ask questions by using the Q&A button in Zoom. Once the Q&A is opened, you can drag on the borders to enlarge the screen or make it smaller.
- The webinar facilitator and panelists will review the Q&A tool to respond to your questions. There will be time at the end of the Annual Fiscal Report session and at the end of the Webinar to ask additional questions.
- **The chat function will be disabled during this webinar.**
- The session is being recorded and will be posted at accjc.org/webinar.



Jared Spring
Technology and Operations Director

Today's Facilitators



Melynie Schiel
ACCJC Vice President



Nickawanna Shaw
ACCJC Vice President

Today's Goals

- Provide background on the Annual Fiscal Report (AFR)/Q&A
- Review the Fiscal Monitoring Process
- Provide background on the Annual Report (AR)/Q&A
- **Discuss the Student Achievement Monitoring Process**
- Discuss any changes to report questions
- Gaining access to and **submitting the surveys**
- Highlight available resources to assist colleges in collection/submission
- Answer your questions about the reports via Q & A session

➤ Ask questions by using the Q&A button in Zoom.

Background: Purpose of the Reports

- *ACCJC Policy on Monitoring Institutional Performance*
- Required by Federal Regulation
- Annual Monitoring:
 - Assess continued compliance with Commission Standards
 - Monitor institutional strengths and stability during the review cycle
- Uses institutions' self-reported data
- Primary data collection tools:
 - **Annual Fiscal Report:** key indicators of fiscal health/solvency to support and sustain mission
 - **Annual Report:** headcount growth/decline; student achievement indicators; outcome transparency

➤ Ask questions by using the Q&A button in Zoom.

What's New for 2026 Reports

- New fillable PDFs for internal college use in collecting information
- One additional question on Annual Report
- One additional question on Annual Fiscal Report for Public/Pacifics and Private/Proprietary
- Streamlined submission process, easier to correct

➤ Ask questions by using the Q&A button in Zoom.

Accessing the Reports

Due dates:

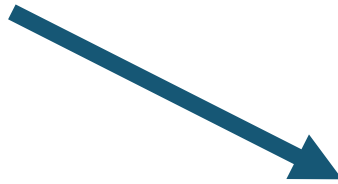
	Annual Reports	Annual Fiscal Reports
CA Community Colleges:	Friday, April 15, 2026	Friday, April 15, 2026
Private / Pacific Colleges:	Friday, April 15, 2026	9 months after fiscal year-end

- Instructions and institution-specific link to both surveys sent to ALOs via email
- **New sender: Kai Analytics on Behalf of ACCJC surveys@kaianalytics.com**
- Please contact Caroline Smith (csmith@accjc.org) if your ALO did not receive the links
- ALOs may share links with others as needed to complete data entry
(CBOs, researchers, etc.)

➤ Ask questions by using the Q&A button in Zoom.

Navigating the survey instrument

Please note the guidance on the Section Navigator page



ACCJC

2026 ANNUAL REPORT

Presented by: KAI ANALYTICS

This is the Section Navigator which will allow you to jump to any sections of the survey. You can complete the sections in any order and if you need to return to the main page, please use the back button.

- To begin or return to a section, please click the **Answer** button.
- The **Next** button at the bottom of this page will bring you to the final page of the survey. You will not be able to proceed until all sections of the survey have been completed.
- If you can't complete a section in one session, click **Back** to navigate back to the section navigator to complete a different section.

Section Navigator

Section	Status	Actions
General Information *	Not Started	<input type="button" value="Answer"/>
Enrollment Data: Unduplicated Headcount *	Not Started	<input type="button" value="Answer"/>
Enrollment Data: Degree-applicable Enrollment (Credit Courses Only) *	Not Started	<input type="button" value="Answer"/>

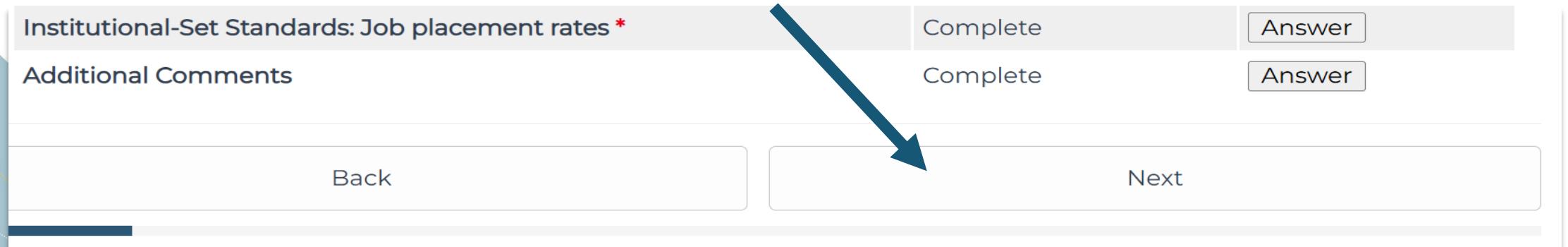
ACCJC
Outcomes | Innovation | Improvement

ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ACCJC.ORG

Completing the survey

- All sections of the survey must show “Complete”
- Click the Next Button
- You may have to scroll to see it



Institutional-Set Standards: Job placement rates * Complete Answer

Additional Comments Complete Answer

Back Next

Submitting the Report



2026 ANNUAL FISCAL REPORT

Presented by: KAI ANALYTICS

Final Step

Final Step

Thank you for completing the survey. Please click submit below to complete your submission.

Your survey is not finalized yet. Please wait for an email with a pdf of your submission along with final instructions to certify your submission. Until you certify your survey, you will have the opportunity to make additional changes before the deadline. The link to make those changes will be available to you in the confirmation email.



surveys@kaianalytics.com

To surveys@kaianalytics.com; Melynie Schiel; Accrediting Commission for Community and Junior Colleges

Reply

This sender surveys@kaianalytics.com is from outside your organization.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



2026 Annual Fiscal Report Survey - CCC Single-College District.pdf

163 KB

This is to confirm that your 2026 Annual Fiscal Report Survey - CCC Single-College District has been submitted. Your submission is not finalized until you certify that it is correct.

To finalize the survey:

1. Review the attached PDF with your CEO/President/Chancellor.
2. Follow [this link](#) to certify or to return to the survey to edit.

If you make changes to the survey, you will receive another confirmation email and will be asked to follow the same certification process.

Once a survey is certified, no additional changes can be made.

Thank you!

From your email, click the link provided to get to this certification page.

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2026 ANNUAL REPORT

Presented by: KAI ANALYTICS

Certify Submission

This page is to confirm you have checked your submission and you are ready to certify it. Are you ready to certify your institution's 2026 Annual Report?

Please note that once you certify the survey, you will no longer be able to edit your submission.*

Yes, **certify and lock** the 2026 Annual Report

No, return to the survey to make changes

Next

Summary of the Certification Process

- Submit survey
- ALO and individual who submits will receive email from surveys@kaianalytics with a PDF copy of the submission
- Confirming accuracy with CEO/President/Chancellor
- Follow link to edit and/or certify submission.

Due dates:

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Monitoring Fiscal Health

ACCJC Policy on Monitoring Institutional Performance

- The **ACCJC Annual Fiscal Report** collects information from the institution of key data and indicators of fiscal stewardship and stability

Commission Values

- ACCJC's Fiscal Advisory Team reviews colleges' financial data in alignment with the Commission's values of integrity, quality assurance, institutional improvement, and peer review

➤ Ask questions by using the Q&A button in Zoom.

Data Collected via the Annual Fiscal Report

Key indicators of sustained fiscal health, including data related to:

- Enrollment
- Revenue
- Operating expenditures
- Long-term liabilities
- Federal financial aid (if applicable)

General Notes for the Annual Fiscal Report

- Different templates for different types of institutions (CCC-Single, CCC-Multi, Public, Private)
- Data definitions provided in the instructions and prompts
- Philosophy for review is based on assumption of fiscal health
- You can see a preview on the ACCJC website. Go to Resources and then Annual Reports to ACCJC

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Fiscal Review Process

- Fiscal Monitoring team reviews results annually
- Recognize unique situations and attributes of institutions
- Compare similar institution types
- Examine institutions against their own historical trends
- Identify areas in need of improvement

Results of Fiscal Monitoring

- Healthy, no monitoring
- Monitoring/Moderate Risk (no follow-up by institution needed)
- Enhanced monitoring/At Risk (ACCJC will communicate with institution regarding additional reporting requirements)

Fiscal Advisory Team Roster

Commission

Kathleen Burke

President

Michael Zimmerman

Vice President

ACCJC Staff (Non-voting)

Melynie Schiel

ACCJC Vice President

Aaron Christopher

ACCJC Interim Chief Financial Officer and Fiscal Review Advisor

Single College CCCs

David Martin

Assistant Superintendent / Vice President of Administrative Services

Sierra College

Multi College CCCs

Mario Rodriguez

Vice Chancellor of Finance, Los Rios CCD

Pacific Colleges

TBD

Private/Proprietary

Russ Lebo

Chief Financial Officer, Carrington College

Reminders - Annual Fiscal Report for 2026

- Note “no negative number” for debt service or expenses
- Clarification on Leadership turnover
 - Previously “senior leadership positions” was not well defined
 - Varied interpretations
 - New guidance – based on 5 most senior positions reporting to CEO on organization chart (whether district or college)



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- ✓ Check the Q&A for answers to questions.

For technical assistance, contact Caroline Smith at csmith@accjc.org

For other questions, contact Melynie Schiel at mschiel@accjc.org

Monitoring Student Achievement and Institutional Strength, the Annual Report

ACCJC Policy on Monitoring Institutional Performance

- The **ACCJC Annual Report** collects non-fiscal data related to institutional stability and student achievement
- Includes self-reflection on student achievement transparency

Commission Values

- Data collection and monitoring is conducted in alignment Commission's values of integrity, quality assurance, institutional improvement, and peer review emphasizing the value of continuous improvement in student learning and achievement

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Information Collected via the Annual Report

Data related to institutional strength and stability

- Headcount and Enrollment
- College and program growth or decline – greater than 50%
- Distance Ed, Correspondence Ed, Direct Assessment Program information

Data related to student achievement

- Federal Scorecard Data/Other achievement measurements
- Performance against its Institution-set Standards
- Certification Exam pass rates and job placement

Self-assessment of Institutional Outcome Transparency

Attributes and recommendations for support

Check in on platform access and review

Rubric for Effective Institutional Outcome Transparency

- Tool for college self-reflection
- Use for internal discussion of areas of improvement
- Provide score on Annual Report
- Comment on innovation/improvement

How ACCJC Uses the Annual Report Data

Monitor & reflect on trends within the membership

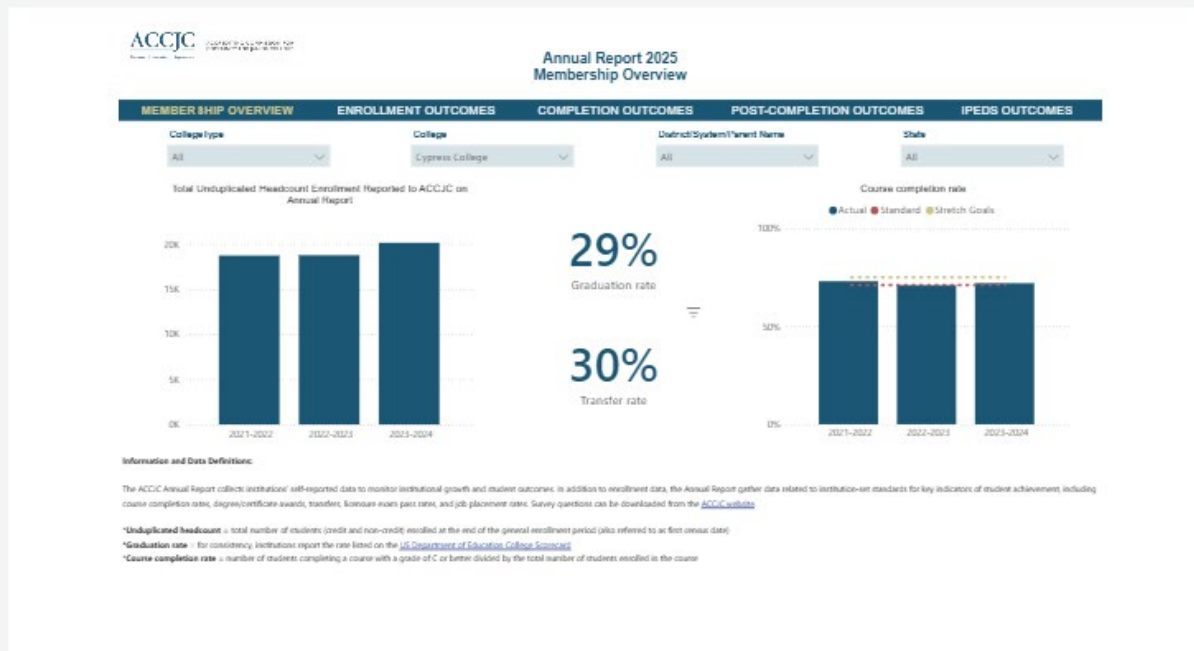
- Summary of Membership data for Commission
- Inform dialogue and training re: student achievement, accountability, and ongoing improvement
- Student Achievement Monitoring
- Populate Institutional dashboards on ACCJC Website

ACCJC does **not** use the information for:

- Peer-based benchmarking
- Aggregating data (beyond very high-level trends)
- Comparing actual Annual Report submissions from one year to the next

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Institutional Data



Microsoft Power BI

1 of 5

Return on Investment Metric ⓘ
0.8 Years to Recoup Costs

ROI Methodology ⓘ

Student Achievement Data

View Data ⓘ

Participates in Title IV Federal Student Aid Programs

Yes ⓘ

Student Achievement Monitoring

- Supported by peers from member institutions
- Based on college's self-reported data in Annual Report
- Calculated index – results remain internal to ACCJC
- Philosophy
 - Colleges seek to continuously improve
 - Improvement takes time, not necessarily linear
- Emphasis on monitoring and reevaluating Institution Set Standards (ISS)
- ACCJC Liaison notified if necessary to follow up with institution

One new question in the Annual Report for 2026:

Please confirm that you have reviewed your institution's program listing in the Accreditation Platform.

- I reviewed the program listings and all of my institution's programs are correctly listed.
- I have found some errors and will be reaching out to ACCJC for next steps on updating.

➤ Ask questions by using the Q&A button in Zoom.

If the Accreditation Platform sounds unfamiliar:

- Search your email for invitation link
- Access from your link or ACCJC website
- Request a reset using support@accjc.org
- Your assigned VP liaison can help you navigate



The screenshot shows the ACCJC website homepage. At the top, the browser address bar displays 'accjc.org'. The website header includes the ACCJC logo (Accrediting Commission for Community and Junior Colleges) and a search bar. A dark blue navigation bar contains links for 'About', 'Accrediting Commission', 'Directory', 'Resources', 'News', 'Events', and 'Strategic Plan'. The main content area is divided into several sections: 'QUICK LINKS' with items like 'ACCJC On The Move', 'Advocacy', 'Commission Actions', 'Compliance', 'Future Reviews', 'Standards & Policies', and 'Substantive Change'; 'UPCOMING EVENTS' with dates for 'ANNUAL REPORT AND ANNUAL FISCAL REPORT' (Feb 11) and 'TEAM ISER REVIEW - SPRING 2026: DAY 1' (Mar 16); a 'Quality Career' banner image; a row of four icons: 'Accreditation Resources', 'Standards & Policies', 'Member Directory', and 'Accreditation Platform'; and 'ANNOUNCEMENTS' with a link for 'ACCJC Spring 2026 Election - Nomination and Application Instructions'. A large blue arrow points from the 'Accreditation Platform' icon to the right.

Enhanced resources to support colleges

- Fillable PDFs for each survey
 - Internal college use
 - Do not submit these to ACCJC
- Clean PDF summary emailed immediately
- Simplified certification process



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Contact Us:

Technical Assistance:

Caroline Smith
Administrative Support
Specialist
csmith@accjc.org

Annual Report and Annual Fiscal Report Questions:

Melynie Schiel
Vice President
mschiel@accjc.org

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accjc.org