Self-Monitoring Procedure
Just English – Los Angeles
In Compliance with 5 CCR §71760

Just English – Los Angeles implements a structured, written self-monitoring procedure to ensure ongoing compliance with the California Private Postsecondary Education Act of 2009 and Title 5, Division 7.5 of the California Code of Regulations. This procedure is integrated into the institution's annual and long-term planning cycles and is guided by the Plan for Development of the Program/Institution – Los Angeles and the Master Program Planning and Review Plan.

1. Purpose

The purpose of this procedure is to periodically and systematically evaluate all aspects of institutional operations and educational programs in order to ensure compliance with BPPE regulations, improve institutional effectiveness, and support continuous development.

2. Integration with Institutional Planning

Self-monitoring activities are aligned with institutional review processes already in place, including:

- Program Review
- Mission Review
- Financial Review
- Human Resources Review
- Physical Plant Review
- Curriculum and Assessment Review
- Administrative and Operational Policy Review

3. Review Frequency and Timing

- **Annually (January):** Program, curriculum, student services, human resources, and facilities reviews
- **Annually (April):** Financial review with budget analysis and advisory board input
- **Every five years (January):** Mission and strategic direction review
- **Ongoing:** Operational procedures and data collection on student outcomes, feedback, and regulatory updates

4. Areas of Evaluation

The self-monitoring process includes but is not limited to:

- Educational programs and learning outcomes
- Faculty qualifications and staffing needs
- Enrollment and retention patterns
- Administrative procedures and operational policies
- Student and faculty feedback
- Regulatory documentation and public disclosures
- Budget, payroll, and financial planning
- Facilities and physical environment
- Immigration and visa policy changes affecting operations

5. Responsible Parties

Each review cycle is overseen and coordinated by the **Director of Operations**, with participation from the **PDSO**, **Head Teacher**, **Assistant Head Teacher**, **Program Specialists**, and, where applicable, the **Advisory Board**. Specific responsibilities are defined in the institutional development plan.

6. Documentation

Documentation for all self-monitoring activities includes:

- Minutes of review meetings
- Survey and feedback reports
- SLO data and academic performance indicators
- Financial records and budget projections
- Operational manuals and handbook updates
- Compliance logs and corrective action plans

All documents are organized and archived digitally via the school's internal file management system.

7. Corrective Actions and Follow-Up

When issues or areas for improvement are identified, a corrective action plan is created. This plan includes:

- Description of the issue
- Assigned responsible staff member(s)
- Timeline for resolution
- Monitoring and confirmation of closure during subsequent review cycles

8. Regulatory Updates and BPPE Compliance

The **Director of Operations** tracks all BPPE regulatory changes and ensures:

- Attendance at compliance workshops and trainings
- Implementation of updates in institutional documents and operations
- Timely submission of required BPPE filings (e.g., STRF, Annual Reports)
- Communication of policy changes to faculty, staff, and students

9. Continuous Improvement

The findings and results of self-monitoring are used to inform program development, revise policies, strengthen operational effectiveness, and ensure sustained alignment with both BPPE and CEA standards.

Contact

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