

# GAERF®

GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION

October 16, 2018

Patrick Scullin, Associate Professor  
Kwokwai Siu, Assistant Professor  
Everett Long, Production Printing Specialist  
Riverside City College  
4800 Magnolia Avenue  
Riverside, CA 92506

Dear Patrick, Kwokwai, and Everett:

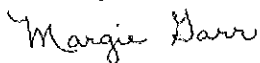
It is my pleasure to inform you Riverside City College has been awarded PrintED accreditation effective October 2018 – June 2023 in the following PrintED accreditation areas:

**Introduction to Graphic Communications**  
**Digital File Preparation and Output**  
**Digital Production Printing**  
**Graphic Design**  
**Offset Press Operations/Bindery & Finishing**  
**Screen Printing**

Congratulations on this significant achievement! A PrintED accreditation plaque has been ordered and should arrive within the next few weeks. Riverside City College is listed on the GAERF website: [www.gaerf.org](http://www.gaerf.org) as a nationally accredited institution recognized by the graphic communications industry.

Congratulations! I wish you and your students continued success.

Sincerely,



Margie Garr  
GAERF Director

cc: Rich Finner, Evaluation Team Leader  
Kristine DiMemmo, Dean of CTE and FPA  
Paul O'Connell, Assistant Professor  
Dr. Carol Farrar, VP of Academic Affairs  
Dr. Irving Hendrick, College President

Enclosures: Professional Development Certificates  
ETL Evaluation Survey

1899 Preston White Drive • Reston, Virginia 20191-4367  
(703) 264-7200 • [gaerf@aptech.org](mailto:gaerf@aptech.org) • <http://gaerf.org>

## Program Re-Accreditation Checklist

Program	Riverside City College	Master ID:000000062197
Address	4800 Magnolia Avenue	
	Riverside CA 92506	
Lead Instructor	Mr. Patrick Scullin	
E-mail	Patrick.Scullin@rcc.edu	
Phone	(951) 222-8583	
Fax	(951) 222-8734	
Additional Instructors	Kwokwai Sunny Siu, Assistant Professor, Applied Digital Media <b>and</b> Everett Long, Printing Instructor	
E-mail	kwokwai.siu@rcc.edu <b>and</b> everett.long@rcc.edu	
Phone	same	
Fax		
Principal	Kristine DiMemmo, Dean	
E-mail	kristine.dimemmo@rcc.edu	
Phone	(951) 222-8583	
Fax	(951) 222-8734	
Program Supervisor	Patrick Scullin Associate Faculty	
Address	same	
E-mail	patrick.scullin@rcc.edu	
Phone		
Fax		
Web Site Address	www.rccadm.com	
Date of Application	10/26/17	
Amt./Payment Type	check received 12/28/17	

### Areas of Accreditation

#### ETL Information

Name	Rich Finner
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#### Stages of Accreditation

<input checked="" type="checkbox"/>	Completed Facility Inspection <i>2-2-18</i>
<input type="checkbox"/>	Completed Self-Evaluation
<input type="checkbox"/>	Passed Instructor Test
<input type="checkbox"/>	Completed Final Evaluation
<input type="checkbox"/>	Accreditation Letter Sent
<input type="checkbox"/>	Plaque Ordered

X	Introduction to Graphic Communications
X	Digital File Preparation and Output
X	Digital Production Printing
X	Graphic Design
<input type="checkbox"/>	Offset Press Operations/Bindery & Finishing
X	Screen Printing

#### Annual Status Report

Date	
Date	
Date	
Date	
Date	

## Program Accreditation Checklist

Program	Riverside City College		
Address	4800 Magnolia Avenue		
	Riverside, CA 92506		
Lead Instructor	Richard Finner		
	E-mail	rich.finner@rcc.edu	
	Phone	951-222-8583	
	Fax	951-222-8734	
Additional Instructor	<i>JOAN ROVAN</i> <i>EVERETT LONG</i>		
	E-mail	<i>joan.rovan@rcc.edu</i> <i>everett.long@rcc.edu</i>	
	Phone		
	Fax	<i>PATRICK SCULLIN</i> <i>patrick.scullin@rcc.edu</i>	
Principal/Supervisor	Patricia Avila, Dean, CTE		
	E-mail	patricia.avila@rcc.edu	
	Phone	951-222-8725	
	Fax	951-222-8623	
Address	Same as above		
Web Site Address			
Date of Application	Recvd: 11-2012		
Amt./Type of Payment			

### Manual/CD

	Instructor
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### ETL Information

Name	Michael Stinnett
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### Stages of Accreditation

✓	Completed Facility Inspection	2/1/13
✓	Completed Self-Evaluation	5/18/13
✓	Completed Final Evaluation	10/18/13
✓	Accreditation Letter Sent	10/29/13
✓	Plaque Ordered	10/29/13

### Areas of Accreditation

x	Introduction to Graphic Communications
x	Advertising & Design
x	Binding and Finishing
x	Digital File Preparation
x	Digital File Output
x	Digital Production Printing
x	Offset Press Operations
	Screen Printing
x	Advanced Offset Press Operations
x	Advanced Digital File Preparation

### Annual Status Report

Date	
Date	
Date	
Date	
Date	

## Program Accreditation Checklist

*City*

Program	Riverside <del>Community</del> College
Date of Application	March 22, 2007
Amount/Type of Payment	Check # 14-741735 for \$1,800
Date of Accreditation	<i>5/22/08</i>
Expiration Date	<i>5/22/13</i>
Lead Instructor:	Richard Finner
Additional Instructors:	Terry Keiser; <a href="mailto:terry.keiser@rcc.edu">terry.keiser@rcc.edu</a>
Principal's Name:	<del>Richard Barron</del> <i>Ron Vito</i> <a href="mailto:ron.vito@rcc.edu">ron.vito@rcc.edu</a>
Phone:	(951) 222-8583
Fax:	(951) 222-8734
Email:	<a href="mailto:Rich.finner@rcc.edu">Rich.finner@rcc.edu</a>
Address:	4800 Magnolia Avenue
	Riverside, CA 92506

### Manual/CD

<input checked="" type="checkbox"/>	Instructor	<i>5/30/07</i>
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### Annual Status Report

Date	
Date	
Date	
Date	
Date	

### ETL Information

Name	Doug Haines
Phone	
Email	
Letter	

### CD License Agreement

Date	
Date	
Date	
Date	
Date	

### Stages of Accreditation

<input checked="" type="checkbox"/>	Completed Facility Inspection	<i>5/24/07</i>
<input checked="" type="checkbox"/>	Completed Self-Evaluation	<i>4/24/08</i>
<input checked="" type="checkbox"/>	Completed Final Evaluation	<i>5/22/08</i>
<input checked="" type="checkbox"/>	Accreditation Letter Sent	<i>5/29/08</i>
<input checked="" type="checkbox"/>	Plaque Ordered	<i>5/29/08</i>

### Areas of Accreditation

x	Introduction to Graphic Communications
x	Digital File Preparation
x	Offset Press Operations
x	Binding and Finishing
x	Digital File Output
<input checked="" type="checkbox"/>	Advanced Offset Press Operations
<input checked="" type="checkbox"/>	Advanced Digital File Preparation

**PrintED TEAM MEMBER ASSIGNMENTS**  
**NOTE: Advisory Committee Members may not serve as Team Members.**

Date of Final Evaluation 10/12/18  
 Institution Riverside City College  
 Instructor Patrick Scullin  
 Address 4800 Magnolia Ave State CA Zip 92506  
 City Riverside Fax \_\_\_\_\_  
 Phone (951) 222-8583  
 Email patrick.scullin@rcc.edu  
 Evaluation Team Leader Rich Finner

Areas to be evaluated:

- Introduction to Graphic Communications  
 Evaluator Dave McCormack, Group Director  
 Company Printing Industries Association of Southern California  
 Address 5800 South Eastern Avenue #400 State CA Zip 90040  
 City Los Angeles Email dave@piasc.org  
 Phone (323) 246-9359
  
- Digital File Preparation and Output  
 Evaluator Travis Hanson, Digital Illustrator  
 Company Bean Leaf Press  
 Address 15546 Guajome Rd., State Ca Zip 92551  
 City Moreno Valley Email thanson@beanleafpress.com  
 Phone (951) 323-2984
  
- Digital Production Printing  
 Evaluator Jacob Wheeler, Sales Representative  
 Company Konica Minolta  
 Address 1003 E. Brier Dr. State CA Zip 92408  
 City San Diego Email jwheeler@kmb.konicaminolta.us  
 Phone (909) 518-0383
  
- Graphic Design  
 Evaluator David Ewing, Creative Director  
 Company Designer Protein  
 Address 2355 Camino Vida Roble State CA Zip 92011  
 City Carlsbad Email dewing@designerprotein.com  
 Phone (760) 444-2295
  
- Offset Press Operations/Bindery & Finishing  
 Evaluator Louis Caron - President PIASC  
 Address 5800 South Eastern Ave. #400 State CA Zip 90040  
 City Los Angeles Email lou@piasc.org  
 Phone (626) 643-3135
  
- Screen Printing  
 Evaluator Gary Sellers, Sales Representative, Retired  
 Company Fujifilm America  
 Address PO Box 1152 State CA Zip 92382  
 City Running Springs Email navyvetrm6874@gmail.com  
 Phone (909) 222-9757

## PrintED FINAL EVALUATION REPORT

Program RIVERSIDE CITY COLLEGE  
 Address 4800 MAGNOLIA AVE  
 City RIVERSIDE State CA Zip 92506  
 Phone 951 222-8583 Fax \_\_\_\_\_  
 Instructor PATRICK SCULLIN  
 Evaluation Team Leader RICHARD FINNER

### Evaluation Summary

Specialty Area	Point Total	Accreditation	
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Introduction to Graphic Communications		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Digital File Preparation and Output		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Digital Production Printing		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Graphic Design		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Offset Press Operations/Bindery & Finishing		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Screen Printing		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include with this report:

A **signed** Final Evaluation Rating Sheet for each area evaluated

A Team Member form for **each** evaluator

I hereby certify that this evaluation was conducted in compliance with all PrintED policies.

*R. Finner*

10/12/18

Evaluation Team Leader Signature

Date

Return to: The Graphic Arts Education and Research Foundation  
 1899 Preston White Drive  
 Reston, VA 20191

TEAM MEMBER

Name DAVID M'CLORMAK Title LABEL & PACKAGING GROUP DIR.  
Company PRINTING INDUSTRIES ASSOC OF SOUTHERN CALIFORNIA  
Address 5500 S. ENTERPRISE AVE #400  
City LOS ANGELES State CA Zip 90046  
Phone 323-728-9400 4249 Fax \_\_\_\_\_  
Email DAVE@PIASC.ORG

Number of years employed in the graphic communications/printing industry 55

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program \_\_\_\_\_

- Area(s) you evaluated:
- Introduction to Graphic Communications
  - Digital File Preparation and Output
  - Digital Production Printing
  - Graphic Design
  - Offset Press Operations/Bindery and Finishing
  - Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

David Mc Cormack (Signature) 10/12/15 (Date)

## PrintED Final Evaluation Rating Sheet

*RIVERSIDE CITY COLLEGE*

Program \_\_\_\_\_

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score the Administrative Standards Binder.
- The Team Members should score the 3.2A Standards Binders.
- Each YES response receives: **1 point**. A NO response receives: **0 points**.
- A program must receive **20 points** to meet the requirements to become accredited or reaccredited.
- The Evaluation Team Leader and the Team Member must sign this document on p. 2.

Area Evaluated:

- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design

- Introduction to Graphic Communications
- Offset Press Operations and Bindery & Finishing
- Screen Printing

### STANDARD 1: INSTRUCTIONAL STAFF

1.1 Instructional Competency/Accreditation  
A.  Yes  No

1.2 Instructor Information  
B.  Yes  No

Total Points: 2

### STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY

2.1 Facility, Equipment, and Safety  
A.  Yes  No

Total Points: 1

### STANDARD 3: INSTRUCTION

3.1 Printed Checklists  
A.  Yes  No

3.2 Program Curriculum and Plan  
A.  Yes  No  
B.  Yes  No

3.3 Student Progress and Assessment  
A.  Yes  No  
B.  Yes  No

3.4 Workplace Skills  
A.  Yes  No

3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No

Total Points: 8

### STANDARD 4: PURPOSE

4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No

4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

### STANDARD 5: ADMINISTRATION

5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

### STANDARD 6: PROGRAM BUDGET

6.1 Consumable Supplies  
A.  Yes  No

6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3



GRAND TOTALS

- Add the total points earned in Standards One thru Six. A program must attain 20 points to be accredited.

Minimum Points Required: 20 points

TOTAL POINTS: 20

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

<u>Dore McConna</u> Team Member	<u>10/12/15</u> Date
<u>R Finer</u> Evaluation Team Leader	<u>10/12/18</u> Date

TEAM MEMBER

Name TRAVIS HANSON Title ILLUSTRATOR  
Company Bean Leaf Press  
Address 16546 GUNYOME RD  
City Moreno Valley State CA Zip 92551  
Phone 951-323-2984 Fax \_\_\_\_\_  
Email THanson@Beanleafpress.com

Number of years employed in the graphic communications/printing industry 20+

Are you a graduate of a high school or equivalent?  
Have you served or do you currently serve on this school's Advisory Committee?  
Are you a graduate or past employee of this program?  
Have you ever hired graduates from this program?

Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

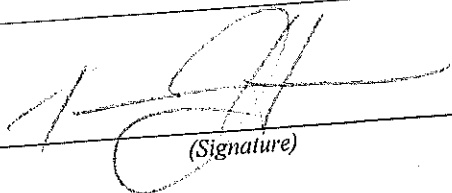
Institution/Program \_\_\_\_\_

Area(s) you evaluated:

- Introduction to Graphic Communications
- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design
- Offset Press Operations/Bindery and Finishing
- Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

Oct. 12, 2018  
(Date)

## PrintED Final Evaluation Rating Sheet

Program RIVERSIDE CITY COLLEGE

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Area Evaluated:

- Digital File Preparation and Output  
 Digital Production Printing  
 Graphic Design

- Introduction to Graphic Communications  
 Offset Press Operations and Bindery & Finishing  
 Screen Printing

### STANDARD 1: INSTRUCTIONAL STAFF

1.1 Instructional Competency/Accreditation  
 A.  Yes  No

1.2 Instructor Information  
 B.  Yes  No

Total Points: 2

### STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY

2.1 Facility, Equipment, and Safety  
 A.  Yes  No

Total Points: 1

### STANDARD 3: INSTRUCTION

3.1 PrintED Checklists  
 A.  Yes  No

3.2 Program Curriculum and Plan  
 A.  Yes  No  
 B.  Yes  No

3.3 Student Progress and Assessment  
 A.  Yes  No  
 B.  Yes  No

3.4 Workplace Skills  
 A.  Yes  No

3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No

Total Points: 8

### STANDARD 4: PURPOSE

4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No

4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

### STANDARD 5: ADMINISTRATION

5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

### STANDARD 6: PROGRAM BUDGET

6.1 Consumable Supplies  
 A.  Yes  No

6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

**GRAND TOTALS**


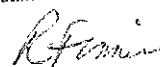
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Minimum Points Required: 20 points

TOTAL POINTS: 20

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

**Signatures**

	10/12/18
Team Member	Date
	10/12/18
Evaluation Team Leader	Date

TEAM MEMBER

Name Jacob Wheeler Title Sr. Production Print Specialist

Company Konica Minolta

Address 1002 E. Briar Dr.

City San Bernardino State CA Zip \_\_\_\_\_

Phone 909-801-5242 Fax \_\_\_\_\_

Email jwheeler@kmbc.konicaminolta.us

Number of years employed in the graphic communications/printing industry 20 yrs

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program \_\_\_\_\_

- Area(s) you evaluated:
- Introduction to Graphic Communications
  - Digital File Preparation and Output
  - Digital Production Printing
  - Graphic Design
  - Offset Press Operations/Bindery and Finishing
  - Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jacob Wheeler  
(Signature)

10-17-18  
(Date)

**PrintED Final Evaluation Rating Sheet**

Program RIVERSIDE CITY COLLEGE

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Area Evaluated:

- Digital File Preparation and Output  
 Digital Production Printing  
 Graphic Design

- Introduction to Graphic Communications  
 Offset Press Operations and Bindery & Finishing  
 Screen Printing

**STANDARD 1: INSTRUCTIONAL STAFF**

1.1 Instructional Competency/Accreditation  
 A.  Yes  No

1.2 Instructor Information  
 B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

2.1 Facility, Equipment, and Safety  
 A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

3.1 PrintED Checklists  
 A.  Yes  No

3.2 Program Curriculum and Plan  
 A.  Yes  No  
 B.  Yes  No

3.3 Student Progress and Assessment  
 A.  Yes  No  
 B.  Yes  No

3.4 Workplace Skills  
 A.  Yes  No

3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No

Total Points: 8

**STANDARD 4: PURPOSE**

4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No

4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

6.1 Consumable Supplies  
 A.  Yes  No

6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

**GRAND TOTALS**

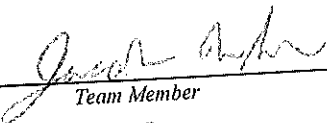
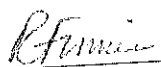
- Add the total points earned in Standards One thru Six. A program must attain 20 points to be accredited.

**Minimum Points Required: 20 points**

**TOTAL POINTS:** 20

*THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.*

**Signatures**

 Team Member	10-12-18 Date
 Evaluation Team Leader	10/12/18 Date

TEAM MEMBER

Name DAVID EWING Title CREATIVE DIRECTOR

Company DESIGNER PROTEIN

Address 2355 CAMINO VIDA ROBLE

City CARLSBAD State CA Zip 92056

Phone 805 704-4214 Fax \_\_\_\_\_

Email DEWING@DESIGNERPROTEIN.COM

Number of years employed in the graphic communications/printing industry 22

Are you a graduate of a high school or equivalent?  
Have you served or do you currently serve on this school's Advisory Committee?  
Are you a graduate or past employee of this program?  
Have you ever hired graduates from this program?

Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

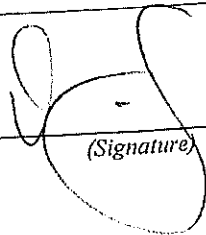
Institution/Program RIVERSIDE CITY COLLEGE

Area(s) you evaluated:

- Introduction to Graphic Communications
- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design
- Offset Press Operations/Bindery and Finishing
- Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

10.12.18  
(Date)



## PrintED Final Evaluation Rating Sheet

Program RIVERSIDE CITY COLLEGE

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score the Administrative Standards Binder.
- The Team Members should score the 3.2A Standards Binders.
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Area Evaluated:

- Digital File Preparation and Output  
 Digital Production Printing  
 Graphic Design

- Introduction to Graphic Communications  
 Offset Press Operations and Bindery & Finishing  
 Screen Printing

### STANDARD 1: INSTRUCTIONAL STAFF

1.1 Instructional Competency/Accreditation  
 A.  Yes  No

1.2 Instructor Information  
 B.  Yes  No

Total Points: 2

### STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY

2.1 Facility, Equipment, and Safety  
 A.  Yes  No

Total Points: 1

### STANDARD 3: INSTRUCTION

3.1 PrintED Checklists  
 A.  Yes  No

3.2 Program Curriculum and Plan  
 A.  Yes  No  
 B.  Yes  No

3.3 Student Progress and Assessment  
 A.  Yes  No  
 B.  Yes  No

3.4 Workplace Skills  
 A.  Yes  No

3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No

Total Points: 8

### STANDARD 4: PURPOSE

4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No

4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

### STANDARD 5: ADMINISTRATION

5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

### STANDARD 6: PROGRAM BUDGET

6.1 Consumable Supplies  
 A.  Yes  No

6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

**GRAND TOTALS**

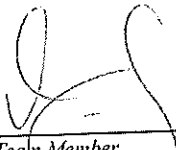
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**Minimum Points Required: 20 points**

**TOTAL POINTS:** 20

*THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.*

**Signatures**

  
*[Handwritten Signature]*

*Team Member*

*10-12-18*

*Date*

  
*[Handwritten Signature]*

*Evaluation Team Leader*

*10/12/18*

*Date*

TEAM MEMBER

Name Louis Caron Title President  
Company Printing Industries Assoc of Southern California  
Address 5800 S Eastern Ave, Ste 400  
City Los Angeles State CA Zip 90240  
Phone 323/728-9500 Fax \_\_\_\_\_  
Email Lou@PIASC.org

Number of years employed in the graphic communications/printing industry 6

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

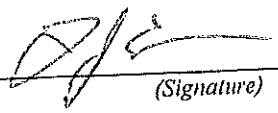
Institution/Program \_\_\_\_\_

Area(s) you evaluated:

- Introduction to Graphic Communications
- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design
- Offset Press Operations/Bindery and Finishing
- Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

10-12-2018  
(Date)

PrintED Final Evaluation Rating Sheet

Program RIVERSIDE CITY COLLEGE

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score the Administrative Standards Binder.
- The Team Members should score the 3.2A Standards Binders.
- Each YES response receives: 1 point. A NO response receives: 0 points.
- A program must receive 20 points to meet the requirements to become accredited or reaccredited.
- The Evaluation Team Leader and the Team Member must sign this document on p. 2.

Area Evaluated:

- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design

- Introduction to Graphic Communications
- Offset Press Operations and Bindery & Finishing
- Screen Printing

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
A.  Yes  No
- 1.2 Instructor Information  
B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Checklists  
A.  Yes  No
- 3.2 Program Curriculum and Plan  
A.  Yes  No  
B.  Yes  No
- 3.3 Student Progress and Assessment  
A.  Yes  No  
B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No

Total Points: 8

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

**GRAND TOTALS**

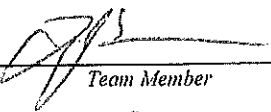
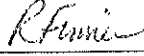
- Add the total points earned in Standards One thru Six. A program must attain 20 points to be accredited.

**Minimum Points Required: 20 points**

**TOTAL POINTS:** 20

*THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.*

**Signatures**

 Team Member	<u>10/12/2018</u> Date
 Evaluation Team Leader	<u>10/12/18</u> Date

TEAM MEMBER

Name GARY SELLERS Title ENGINEER

Company RCC

Address 31703 CHRISTMAS TREE LANE

City RUNNING SPRING State CA Zip 92382

Phone 909 222-9757 Fax \_\_\_\_\_

Email NAVYVEPUB@GMAIL.COM

Number of years employed in the graphic communications/printing industry \_\_\_\_\_

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
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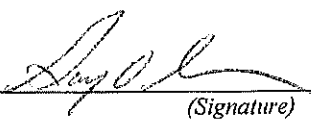
Institution/Program RCC

Area(s) you evaluated:

- Introduction to Graphic Communications
- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design
- Offset Press Operations/Bindery and Finishing
- Screen Printing

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

10-16-18  
(Date)

**PrintED Final Evaluation Rating Sheet**

Program RIVERSIDE CITY COLLEGE

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score the Administrative Standards Binder.
- The Team Members should score the 3.2A Standards Binders.
- Each **YES** response receives: **1 point**. A **NO** response receives: **0 points**.
- A program must receive **20 points** to meet the requirements to become accredited or reaccredited.
- The Evaluation Team Leader and the Team Member must sign this document on p. 2.

Area Evaluated:

- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design

- Introduction to Graphic Communications
- Offset Press Operations and Bindery & Finishing
- Screen Printing

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
A.  Yes  No
- 1.2 Instructor Information  
B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Checklists  
A.  Yes  No
- 3.2 Program Curriculum and Plan  
A.  Yes  No  
B.  Yes  No
- 3.3 Student Progress and Assessment  
A.  Yes  No  
B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No

Total Points: 8

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

**GRAND TOTALS:**

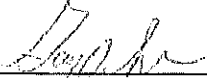
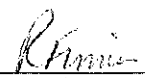
- Add the total points earned in Standards One thru Six. A program must attain 20 points to be accredited.

**Minimum Points Required: 20 points**

**TOTAL POINTS:** 20

*THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.*

**Signatures**

 _____ <i>Team Member</i>	<i>10-12-18</i> _____ <i>Date</i>
 _____ <i>Evaluation Team Leader</i>	<i>10/12/18</i> _____ <i>Date</i>



## PrintED ACCREDITATION NOTIFICATION

The following individuals should receive notification of the program's PrintED accreditation.

Instructor Patrick Scullin Title Associate Professor  
Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228583 Fax \_\_\_\_\_  
Email patrick.scullin@rcc.edu

Dean of CTE Kristine DiMemmo Title Dean of CTE and FPA  
Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228265 Fax \_\_\_\_\_  
Email Kristine.DiMemmo@RCC.EDU

Department Chair Paul O'Connell Title Assistant Professor  
Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228348 Fax \_\_\_\_\_  
Email Paul.OConnell@rcc.edu

VP of Academic Affairs Dr. Carol Farrar  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228493 Fax \_\_\_\_\_  
Email Carol.Farrar@RCC.EDU

College President Dr. Irving Hendrick  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228155 Fax \_\_\_\_\_  
Email Irving.Hendrick@RCC.EDU

\* Provide contact information for additional individuals on a separate sheet of paper and attach the list to this document.

Mail or fax to:           Graphic Arts Education and Research Foundation  
                                  1899 Preston White Drive  
                                  Reston, VA 20191-4367  
                                  Phone: (703) 264-7200       Fax: (703) 620-3165

PrintED® Instructor Test

Name Kwokwai Siu Title Assistant Professor  
School/Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228580 Fax \_\_\_\_\_  
Email kwokwai.siu@rcc.edu

**Directions:** Fill in the check box beside the answer that best completes each statement.

1. PrintED is managed by
  - The National Association of Printing Leadership
  - NPES The Association for Suppliers of Printing, Publishing and Converting Technologies
  - SkillsUSA
  - Graphic Arts Education and Research Foundation
  - Printing Industries of America
  
2. A program has the opportunity to become accredited in
  - 6 areas
  - 10 areas
  - 8 areas
  - 7 areas
  - 9 areas
  
3. A program must be accredited in at least
  - 1 area
  - 2 areas
  - 3 areas
  - 4 areas
  - 5 areas
  
4. A program must be accredited in
  - Digital File Preparation and Output
  - Digital Production Printing
  - Graphic Design
  - Introduction to Graphic Communications
  - Offset Press Operations/Bindery & Finishing

5. The PrintED program is based upon
- Six skill standards
  - Five skill standards
  - Seven skill standards
  - Eight skill standards
  - Nine skill standards
6. Standards One, Two, Four, Five, and Six deal mostly with
- Instruction for each specialty area being accredited
  - Condition of facility
  - Administrative material and general information about the program
  - Employability knowledge and skills
  - Assessment information
7. Standard 3.2A deals with
- Curriculum for each specialty area being accredited
  - Condition of facility
  - Administrative material and general information
  - Employability knowledge and skills
  - Assessment information
8. GAERF mandates that PrintED programs use a curriculum that is
- Provided by GAERF
  - Provided by Printing Industries of America
  - Purchased from the Multistate Academic and Vocational Curriculum Consortium, Inc. (MAVCC)
  - Written by the instructor
  - None of the above
9. A program must complete the accreditation process within
- One year
  - Two years
  - Three years
  - Four years
  - Five years
10. A self-evaluation of the applicant's program should be conducted by the instructor and at least two members of the Advisory Committee
- Six months after the Facility Inspection
  - Twelve months after the Facility Inspection
  - Upon completion of the Standards Binders
  - Two months before the Final Evaluation
  - When the principal or supervisor of the program is available to participate

11. The final evaluation team is assembled by
- GAERF
  - Evaluation Team Leader
  - Instructor
  - Principal
  - Advisory Committee
12. The final evaluation team should include
- Local industry professionals
  - Administrators
  - Graduates of the program
  - Advisory Committee members
  - Past employees of the program
13. A program is accredited for
- One year
  - Two years
  - Three years
  - Four years
  - Five years
14. An annual status report is required to be submitted by
- Applicant programs
  - Accredited programs
  - Evaluation Team Leaders for each program that he/she is mentoring
  - All applicant and accredited programs
  - Principals in PrintED schools
15. If an accredited program encounters a change in the lead instructor, the program
- Retains its accreditation status
  - Pays an \$1800 fee for reinstatement
  - Loses its accreditation status immediately
  - Must submit a Change of Instructor application
  - Must request that the new instructor verify his/her PrintED knowledge by passing a test
16. PrintED/SkillsUSA Career Essentials: Assessments are administered by
- NOCTI
  - GAERF
  - SkillsUSA Career Essentials
  - PrintED
  - None of the above

17. Schools can participate in PrintED/SkillsUSA Career Essentials: Assessments
- In December and June
  - In May and June
  - In April, May, and June
  - Anytime
  - In September and June
18. To be eligible to register for a PrintED/SkillsUSA Career Essentials: Assessment, a student must
- Be enrolled in a PrintED applicant school
  - Be enrolled in a PrintED accredited school
  - Pass a standardized performance test
  - Have attained at least a "C" average in the class
  - None of the above
19. The price for each examination is
- \$25
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  - \$35
  - \$15 PrintED/SkillsUSA member; \$30 non-member

Indicate if the following statements are TRUE or FALSE by selecting the appropriate box.

20. Instructors are required to maintain PrintED competency checklists for each enrolled student.  True  False
21. PrintED students are expected to master 90% of the PrintED competencies in any one accreditation area.  True  False
22. Students should be present at the facility inspection.  True  False
23. A self-evaluation provides the opportunity for a program's advisory committee to thoroughly review the PrintED program.  True  False
24. Before scheduling a final evaluation, the instructor should send all the signed Self-Evaluation paperwork, the Administrative Standards Binder and the Introduction to Graphic Communications 3.2A Standards Binder to the GAERF Consultant for review.  True  False
25. At least one member of the program's advisory committee is recommended to be present to observe at the final evaluation.  True  False

PrintED® Instructor Test

Name Patrick Scullin Title Associate Professor  
School/Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228583 Fax \_\_\_\_\_  
Email patrick.scullin@rcc.edu

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24. Before scheduling a final evaluation, the instructor should send all the signed Self-Evaluation paperwork, the Administrative Standards Binder and the Introduction to Graphic Communications 3.2A Standards Binder to the GAERF Consultant for review.  True  False
25. At least one member of the program's advisory committee is recommended to be present to observe at the final evaluation.  True  False

PrintED® Instructor Test

Name Everett Long Title Production Printing Specialist  
School/Institution Riverside City College  
Address 4800 Magnolia Ave  
City Riverside State CA Zip 92506  
Phone 9512228584 Fax \_\_\_\_\_  
Email everett.long@rcc.edu

**Directions:** Fill in the check box beside the answer that best completes each statement.

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25. At least one member of the program's advisory committee is recommended to be present to observe at the final evaluation.  True  False

## Margie Garr

**From:** Margie Garr  
**Sent:** Tuesday, September 25, 2018 3:42 PM  
**To:** 'Patrick.Scullin@rcc.edu'; 'Siu, Kwokwai'; Long, Everett  
**Cc:** 'r.finner@verizon.net'  
**Subject:** PrintED Final Evaluation, documents attached  
**Attachments:** Instructor\_Test.pdf; TEAMMEMBERASSIGNMENTFORM.pdf; ACCREDITATIONNOTIFICATION.pdf; IntroGraphicCommsReview\_111314.pdf; DigitalFile\_OutputReview\_111114b.pdf; DigitalProductionReview\_111114.pdf; GraphicDesignReview\_111114b.pdf; OffsetPressBinderyReview\_111314.pdf; ScreenPrintingReview\_111114.pdf

Hello Patrick, Kwokwai and Everett,  
Please respond today that you have received this email with nine attachments, so I know you have received these instructions. Thank you!

The Graphic Arts Education and Research Foundation (GAERF) has been notified that Riverside City College is ready to schedule the PrintED final evaluation.

The next step in the accreditation process prior to the onsite visit is to complete the following forms and **return to me as soon as possible** via email to mgarr@aptech.org:

1. Each instructor must complete and return the attached **Instructor Test**, which is based on the contents of the PrintED manual. [PDF at [http://www.gaerf.org/portals/0/pdf/PrintED\\_Manual.pdf](http://www.gaerf.org/portals/0/pdf/PrintED_Manual.pdf)]
2. Complete and return the attached **Team Member Assignment** form and the **Accreditation Notification** form.

**NOTE: The Evaluation Team Leader will not be sent final evaluation documents until these completed forms have been received.**

### THE ONSITE FINAL EVALUATION PROCEDURE:

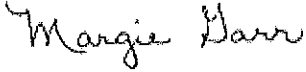
**It is the instructor's responsibility to assemble the team.** Each evaluator must be a local industry professional, a high school graduate or equivalent, and not be a graduate or employee or past employee of the program within the past ten years. Their selection should be based on their expertise in the area(s) to be assessed. *One member of the program's Advisory Committee may be used as part of the Final Evaluation Team only if an emergency situation arises and an industry representative cannot be located.*

The Final Evaluation marks the culmination of the accreditation process. The instructor and the ETL will determine a mutually agreeable date for the evaluation to take place **during school hours**. The instructor must:

- Set aside a conference room for the PrintED pre/post evaluation meetings.
- **Before the Evaluation day, complete the attached *Review Sheets*** by placing a check beside the competencies you are teaching. **DO NOT** verify if a lesson plan is in place to teach these competencies as this is a part of the review process conducted by the Team Members. **Provide the completed *Review Sheets* to the Evaluation Team Leader upon his arrival for the final evaluation.** These Review Sheets will be reviewed by the Team Members at the pre-evaluation meeting.
- Confirm attendance of the Team Members.
- Select two-three students who will serve as student guides for the Evaluation Team, meeting the team members and escorting them to the classroom.
- Provide lunch and/or refreshments, if appropriate.

The Evaluation Team Leader will submit the Final Evaluation documents to the Graphic Arts Education and Research Foundation (GAERF). GAERF will notify the program instructor of the results.  
If you have any questions or concerns in regard to this matter, do not hesitate to contact me.

Sincerely,



Margie Garr  
Director, GAERF

Cc: Rich Finner, Evaluation Team Leader

Attachments: Instructor Test  
Forms: Team Member Assignment, Accreditation Notification  
Review Sheets  
Introduction to Graphic Communications  
Digital File Preparation and Output  
Digital Production Printing  
Graphic Design  
Offset Press Operations/Bindery & Finishing  
Screen Printing

Margie Garr  
Director, GAERF  
Graphic Arts Education and Research Foundation  
Managed by: Association for Print Technologies  
1899 Preston White Drive • Reston, VA 20191  
703-264-7200 • [www.gaerf.org](http://www.gaerf.org)



## Margie Garr

---

**From:** MIKE STINNETT <ms-ink@comcast.net>  
**Sent:** Monday, September 24, 2018 7:29 PM  
**To:** Scullin, Patrick  
**Cc:** Finner, Rich; Siu, Kwokwai; Margie Garr  
**Subject:** Re: PrintEd

Patrick,

I'm sorry for the delay, but I wanted to look over your files on a full size screen, not just my phone while I was traveling. I believe that you have made the necessary corrections and are ready for your Final Evaluation, congratulations! Please make sure that all of your 3.2A notebooks have the tabs and competency numbers added.

Hope to see you next summer at Clemson University for the GCEA Conference. As always the very best to you, have a great school year.

Mike Stinnett, GCEA Education Consultant

313.605.5904

**"Ancoro Imparo - I am still learning" — Michelangelo at 87 and Mike Stinnett at 70!**

On September 13, 2018 at 5:40 PM "Scullin, Patrick" <Patrick.Scullin@rcc.edu> wrote:

Hi Mike,

We have made changes to our Administrative and Graphic Comm binder as you noted on your previous email. I have attached a PDF to show the additional pages and documents. If you would like to discuss it further or have additional questions please let me know.

3.1A Student Checklist. The previous checklist was completed by one of our Alumni, Kris LoVerso who graduated last year, therefore many of her competencies came from the 2015/2016 and 2016/2017 school year. She has also secured a position as a graphic designer at RCC and is working full time. We have added a new checklist completed by Wade Abbas who has finished our department courses more recently. He is currently an RCC student working on his general education credits expecting to graduate spring 2019.

3.3A Portfolios. We have moved some examples of student work to the admin binder and have kept additional portfolios that will be made available to the FE and ETL during their visit.

3.3B Exams. We have copied the final exams of the main courses relevant to the accreditation areas into this section of the admin binder. Additional quizzes and exams will also be available in the supplemental binders that will be shown at the site visit.



**Margie Garr**

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**From:** Scullin, Patrick <Patrick.Scullin@rcc.edu>  
**Sent:** Thursday, August 30, 2018 2:23 PM  
**To:** MIKE STINNETT  
**Cc:** Finner, Rich; Margie Garr  
**Subject:** Re: [EXTERNAL SENDER] Riverside City College SE paperwork

Thank you. We will contact you when we get things put together.

Best,

Patrick Scullin, M.F.A.

Riverside City College  
Asst. Prof., Applied Digital Media  
Director, Printing Graphics Center

[patrick.scullin@rcc.edu](mailto:patrick.scullin@rcc.edu)

p (951) 222-8583

c (909) 725-4361

On Aug 28, 2018, at 6:33 PM, MIKE STINNETT <[ms-ink@comcast.net](mailto:ms-ink@comcast.net)> wrote:

Patrick,

I have reviewed your notebooks and paperwork and you will need to complete the following before a Final Evaluation can take place. I will be returning you notebooks within the next two days and you will receive an email with a tracking number and expected date of delivery. The notebooks will be mailed to you at the 4800 Magnolia Ave address. When you have made the necessary corrections we can either FaceTime a review or you can send me a few pdf samples of your 3.2A worksheets, lessons, etc with the PrintED competency numbers in place. The corrections to your Administrative Notebook and 3.2A IGC Notebook will be reviewed by Richard at the FE.

No Final Evaluation will be schedule until these corrections are completed.

If you have any questions please contact me.

GAERF Consultant  
Standards Binders Review Sheet

School/Institution Riverside City College CA  
Instructor Patrick Scullin

The following items have been received:

- 1. Self-Evaluation Packet (including the signature page)
- 2. Completed Standards & Evaluation Guides
- 3. Completed Review Sheets
- 4. Administrative Standards Binder
- 5. 3.2A Introduction to Graphic Communications Standards Binder

I. Administrative Standards Binder

Use the Administrative Standards Binder Checklist to review the Administrative Standards Binder.

- The Administrative Standards Binder has been reviewed and approved.
- The Administrative Standards Binder has been reviewed, but not approved.

The following revisions must be made to the Administrative Standards Binder before the Final Evaluation:

*3.1A - use old student checklist 2015/16 - update!*  
*3.3A - check prof values at FE!*  
*→ B - check tests at FE*  
*3.4A - check at FE - work place skills*  
*4.1A - 2015 update with current list - Follow up*  
*No SE Standards Evaluation checklist?*

*MCS  
Found in  
3.2A  
Notebook!*

- The Administrative Standards Binder has been reviewed, not approved, and must be resent after the following changes are made:

*→ Note: All of the above can be checked  
at FE!*

**Instructor**

**Directions:** The instructors and at least two members of Riverside City College Advisory Committee must conduct a self-evaluation of the program.

RIVERSIDE CITY COLLEGE · ADM  
4800 MAGNOLIA AVE.  
RIVERSIDE CA 92506  
PATRICK SCULLIN 951-222-8583 PATRICK.SCULLIN@RCC.EDU  
Instructor Phone E-mail

- I. Review: Administrative Standards Binder  
Use the Standards & Evaluation Guide to determine whether the appropriate documentation has been placed behind the tabs for Standards One, Two, Three (with the exception of 3.2A), Four, Five, and Six. Be certain documentation for Standard 3.1A is student checklists provided on the Graphic Communications Skills Competencies CD.

- II. Review: Standard 3.2A Binder  
Standard 3.2 A requires an intense review. Use the *Review Sheets* and *Standards & Evaluation Guides* provided to review each 3.2A Standard Binder - one for each potential accreditation area.

**3.2A**

An instructor must teach at least 85% of the competencies in an accreditation area. The instructor has indicated those competencies being taught by placing a check in the YES boxes on the enclosed *Review Sheet*. Using the *Review Sheet*, determine whether there is a lesson plan in existence to teach each of these competencies. **Supporting documents must be included; examples: Student handouts, PowerPoints, worksheets, etc.**

Be certain that each lesson plan is marked with the competency(s) taught by that lesson plan. Stickers may be used for this purpose.

**Introduction to Graphic Communications (IGC)**

**A. Industry Overview**

1. Define the role of graphics in the free enterprise system.

The lesson plan will be marked: **IGC A1**

\*NOTE: A lesson plan can teach multiple competencies. If so, identify ALL competencies that the lesson plan teaches.

If the minimum score is achieved on the *Review Sheet*, place a check in the 3.2A YES box provided in the *Standards & Evaluation Guide* and a check in the Documentation box.

If the minimum score is not achieved on the *Review Sheet*, place a check in the 3.2A NO box provided in the *Standards & Evaluation Guide* and **do not continue with the self-evaluation**. The self-evaluation will need to be rescheduled at a later date when the missing lesson plans with supporting documents have been created.

In your opinion, what are two strengths of this graphic communications program?


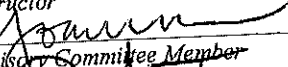
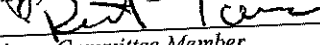
1. WE ARE ONE OF THE LAST REMAINING PROGRAMS IN SOUTHERN CALIFORNIA THAT INCLUDES PRINT PRODUCTION. WE ARE SUPPORTED BY CTE WHICH BENEFITS OUR STUDENTS.
2. OUR DEPARTMENT IS CONNECTED TO THE COLLEGE PRINTING SERVICES WHICH GIVES STUDENTS PRACTICAL PRODUCTION EXPERIENCES.

In your opinion, what is one weakness of this graphic communications program that could be improved upon?

1. THE BUILDING AND FACILITY IS IN NEED OF REMODEL. THE COLLEGE NEEDS TO INVEST IN UPGRADES.

#### Signatures

The completed evaluation is true and submitted as validation of my experience and dedication to the graphic communications/printing industry.

Instructor		8/13/18 Date
Advisory Committee Member		8/13/18 Date
Advisory Committee Member		8/13/18 Date

#### SEND:

- Three-page self-evaluation packet
- Completed *Standards & Evaluation Guides*
- Completed *Review Sheets* for each accreditation area
- **Administrative Standards Binder**
- **Introduction to Graphic Communications 3.2A Standard Binder**

TO: Mr. Michael Stinnett  
21800 Morley Avenue  
Apartment #517  
Dearborn, MI 48124

**NOTE:** Notify Michael Stinnett at: [ms-ink@comcast.net](mailto:ms-ink@comcast.net) before shipping the package to verify and confirm delivery date (he may be away on travel).

FROM: Mr. Patrick Scullin  
Riverside City College  
4800 Magnolia Avenue  
Riverside, CA 92506  
[Patrick.Scullin@rcc.edu](mailto:Patrick.Scullin@rcc.edu); (951) 222-8583

ETL: Rich Finner

## Margie Garr

---

**From:** Margie Garr  
**Sent:** Monday, August 6, 2018 11:32 AM  
**To:** 'Scullin, Patrick'; 'Siu, Kwokwai'; 'everett.long@rcc.edu'  
**Cc:** 'Richard Finner'  
**Subject:** PrintED Self-Evaluation instructions - documents attached  
**Attachments:** NEW-Self-Evaluation Packet -Riverside.pdf; STANDARDS 3.2A Intro.pdf; STANDARDS 3.2A DFP\_O.pdf; STANDARDS 3.2A DigProdP.pdf; STANDARDS 3.2A Graphic Design.pdf; STANDARDS 3.2A OPO\_BF.pdf; STANDARDS 3.2A SP.pdf; STANDARDS & EVALUATION-1,2,3,4,5,6.pdf; IntroGraphicCommsReview\_111314.pdf; DigitalFile\_OutputReview\_111114b.pdf; DigitalProductionReview\_111114.pdf; GraphicDesignReview\_111114b.pdf; OffsetPressBinderyReview\_111314.pdf; ScreenPrintingReview\_111114.pdf

Hello Patrick, Kwokwai and Everett,

*Please respond that you have received this email with 14 attachments.*

Your ETL, Rich Finner has notified GAERF that you are ready for the next step in the PrintED accreditation process: completion of a self-evaluation of the program by the instructors and at least two members of the program's Advisory Committee.

Your cooperation in assessing accurately the extent to which the program being evaluated meets PrintED standards is an important step in the accreditation process. The results will indicate if areas require improvement before the final evaluation visit is conducted.

- Attached is a *Self-Evaluation Packet*, which contains the instructions for conducting the self-evaluation.
- Prior to the arrival of the Advisory Committee members, complete a **Review Sheet** for each potential area of accreditation. This involves placing a checkmark in the **YES** box to indicate which competencies you are teaching to your students. **DO NOT** indicate if a lesson plan is in place to teach the competency as this is a part of the review process conducted with the Advisory Committee members. An instructor is required to teach at least 85% of the competencies in an accreditation area.
- There should be a **3.2A Standard Binder** assembled for **EACH potential area of accreditation**.
- Be certain that each lesson plan in the 3.2A Standard Binder is marked to identify the competency(s) taught by that lesson plan, e.g.

### Introduction to Graphic Communications (IGC)

#### A. Industry Overview

##### 1. Define the role of graphics in the free enterprise system

The lesson plan will be marked: **IGC A1**

If the lesson plan teaches multiple competencies, mark the lesson plan accordingly by using multiple stickers.

**NOTE:** The lesson plan should be the teacher's guide to outline what the student will learn.

The lesson plan should include:

- The goal, i.e., what the student will learn;
- How the goal will be reached;
- The method used to teach the goal, including handouts, information sheets, list of resources; (Be certain to include the lesson plan supporting documents – handouts that are given to the students)

- A way to measure how well the goal was reached, e.g., assessment, completed projects, etc.

It is not required that you use the stickers provided by GAERF to mark your lesson plans; however, the lesson plans must be identified as described above.

- All documentation for PrintED Standards **with the exception of Standard 3.2A** should be contained in the Administrative Standards Binder.
- Unless your Standards Binders were assembled electronically, the tabs provided by GAERF should be used.

Upon completion of the process, SEND the following five items to Michael Stinnett:  
 Before shipping the package, notify Michael Stinnett at: [ms-ink@comcast.net](mailto:ms-ink@comcast.net) to verify and confirm delivery date (he may be away on travel).

1. Self-Evaluation Packet (including the signature page)
2. Completed Standards & Evaluation Guides
3. Completed Review Sheets
4. Administrative Standard Binder
5. 3.2A Introduction to Graphic Communications Standards Binder

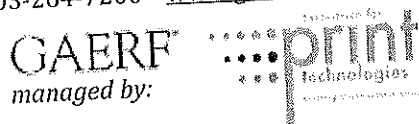
Mr. Michael Stinnett  
 21800 Morley Avenue, Apt. 517  
 Dearborn, MI 48124  
[ms-ink@comcast.net](mailto:ms-ink@comcast.net); (313) 605-5904

(I recommend using UPS so that you can track the package).

If you have any questions, please do not hesitate to contact me. I can be reached at (703) 264-7200 or [mgarr@aptech.org](mailto:mgarr@aptech.org).

Attachments: *Self-Evaluation Packet*  
*Standards & Evaluation Guides*  
*Review Sheets*  
*Introduction to Graphic Communications*  
*Digital File Preparation and Output*  
*Digital Production Printing*  
*Graphic Design*  
*Offset Press Operations/Bindery & Finishing*  
*Screen Printing*

Margie Garr  
 Director, GAERF  
 Graphic Arts Education and Research Foundation  
 Managed by: Association for Print Technologies  
 1899 Preston White Drive • Reston, VA 20191  
 703-264-7200 • [www.gaerf.org](http://www.gaerf.org)



# GAERF

## GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION

February 21, 2018

Patrick Scullin, Kwokwai Sunny Siu, Everett Long  
Riverside City College  
4800 Magnolia Avenue  
Riverside, CA 92506

Dear Patrick, Kwokwai, and Everett:

Rich Finner, PrintED Evaluation Team Leader (ETL), conducted an onsite facility inspection at Riverside City College on February 2, 2018. Your Instructor Data Forms were scored and you meet the qualifications to be approved PrintED instructors.

It is my pleasure to inform you Riverside City College was found to meet PrintED standards, and is approved to pursue accreditation in the following areas:

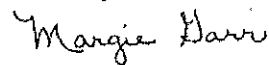
- Introduction to Graphic Communications
- Digital File Preparation and Output
- Digital Production Printing
- Graphic Design
- Offset Press Operations/Bindery & Finishing
- Screen Printing

Rich Finner will serve as a mentor throughout the accreditation process, contacting you on a monthly basis to ensure that you are making progress.

When the Standard Binders have been completely assembled, the ETL will notify GAERF and you will be forwarded a *Self-Evaluation Packet*. At that time, the instructors and at least two members of the program's Advisory Committee will assess the program to determine that the program is incorporating the Graphic Communications Skills Competencies (GCSC) into the curriculum.

If at any time you have questions or concerns, do not hesitate to contact me at e-mail: [mgarr@aptech.org](mailto:mgarr@aptech.org) or phone: 703.264.7200. Please complete and return the enclosed Evaluation Team Leader survey.

Sincerely,



Margie Garr  
Director, GAERF

Enclosures: Facility, Equipment, and Safety Inspection Report (**Documentation: Standard Two**)  
Administrative Standards Binder Documentation Checklist  
Flow Chart  
Evaluation Team Leader Survey Form

Cc: Rich Finner, ETL  
Kristine DiMemmo, Dean

1899 Preston White Drive • Reston, Virginia 20191-4367  
(703) 264-7200 • FAX: (703) 620-3165 • E-Mail: [gaerf@npes.org](mailto:gaerf@npes.org)  
Internet: <http://www.gaerf.org>

**PrintED FACILITY, EQUIPMENT AND SAFETY INSPECTION REPORT**

Facility RIVERSIDE CITY COLLEGE  
Instructor PATRICK SCULLIN  
Evaluation Team Leader RICHARD FINNER  
Date 2/2/18

**Directions:** Assess the applicant program by reviewing each question carefully. Place a check in the YES box if the program has met the requirement. Place a check in the NO box if the program has not met the requirement, and indicate in the comment section any changes that need to be made. If the question is not applicable because the lab does not contain print machinery, place a check in the NA (not applicable) box. **In order for a program's facility to be approved, all responses must be affirmative or not applicable. A final evaluation may not be scheduled until all responses are affirmative or not applicable.**

**EQUIPMENT**

Equipment and tools used in the graphic communications training program must be of the type and quality found in the graphic communications industry in order to provide training to meet the program goals and performance objectives.

Equipment Safety

A. Are all shields, guards and other safety devices in place, operable and used where required, regardless of the age of the equipment?

Yes    No    NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comment \_\_\_\_\_

B. Is safety and equipment instruction given prior to lab work?  Yes    No

*Documentation:* Copies of safety tests and copies of safety handouts

Comment \_\_\_\_\_

C. Are student safety tests administered in the following areas: hazardous material handling, MSDS and right-to-know?  Yes    No

*Documentation:* Copies of safety tests and copies of safety handouts in each of the three areas

Comment \_\_\_\_\_



Type and Quantity

- A. Are there sufficient tools and equipment available for instruction that reflect the types used in the printing industry?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

**FACILITY**

The physical facility must be adequate to permit achievement of the program goals and performance objectives.

Safety

- A. Are hazardous areas identified with signs?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

- B. Are fire extinguishers available that are appropriate to extinguish the types of fires that could break out in this lab, and do they have current-year inspection tags?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

- C. Is an appropriate electrical disconnect system available to shut down all press and bindery equipment in case of an emergency?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

- D. Is lighting adequate for task performance and safety?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

E. Is an eyewash system present and operable in the lab?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is non-applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

F. Are eye and ear protection available in the lab?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

G. Is a lockout/tagout safety program present?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

#### Housekeeping

A. Are the classroom and lab areas clean and orderly?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

B. Is the classroom/laboratory and its equipment organized to provide a systematic flow of production?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

C. Are the production areas marked by signs?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

#### Instructional Area

A. Is the physical lab and classroom area designed to allow movement and access throughout for physically impaired students?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

B. Are multiple learning resources available and accessible for student use?  Yes  No

*Documentation:* Internet, multi-media resources, technical graphic communications magazines and reports

Comments \_\_\_\_\_

### Storage

A. Is there a storage area available for flammable materials?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_  Yes  No

B. Is a storage area provided for student work?  Yes  No

*Documentation:* Observable by Evaluation Team Leader, which can include electronically stored files.

Comments \_\_\_\_\_

### Support Facilities

A. Are adequate clean-up facilities provided for students after instructional or work activities?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

### Ventilation

A. Is an exhaust fume removal system or other method of ventilation operable, where needed, to make the area safe and comfortable?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

B. Do heating and cooling systems provide sufficient comfort for learning?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

**STANDARDS BINDERS**

*It is essential that the Evaluation Team Leader provide detailed instructions regarding the assembly of the standards binders.*

*Inform the instructor that at least 85% of the competencies must be taught in each potential accreditation area. Suggest that within the next few months the instructor identify which of the competencies he/she will be teaching by using the provided **Review Sheets**. Stress that the final evaluation will assess whether a lesson plan exists to teach each of those competencies.*

- A. Detailed instructions as to the correct assembly of the Standards Binders was provided to the educator.  Yes  No
- B. A set of imprinted tabs was inserted in the Administrative Standards Binder and in each of the 3.2A Standards Binders.  Yes  No
- C. The instructor was provided with a *Review Sheet* for each potential accreditation area.  Yes  No
- D. The instructor was made aware that each lesson plan in the 3.2A Standard Binders must be marked to identify the competency(s) the lesson plan is teaching.  Yes  No

**RESULTS**

This program successfully passed the *Facility, Equipment and Safety Inspection Report*. ALL questions received a YES or a NA response.

This program did not pass the *Facility, Equipment and Safety Inspection Report*. All questions did not receive a YES or NA response. The following modifications must be addressed before the Final Evaluation is scheduled:

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The Instructor Data Form(s) was scored, and the instructor(s) received a sufficient number of points to meet the qualifications to be approved as a PrintED instructor.  Yes  No

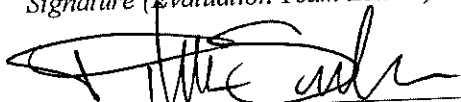
If the instructor did not receive a sufficient number of points to meet the qualifications to be approved as a PrintED instructor, recommendations were made as to how the instructor could meet the minimum requirements. The instructor and the school administrator(s) have been made aware that a final evaluation may not take place until the instructor has been approved.  Yes  No


Comments : \_\_\_\_\_

The *Facility, Equipment, and Safety Inspection Report*, including all modifications that must be implemented prior to the scheduling of the Final Evaluation, has been discussed with the instructor and the school administrator(s).  Yes  No

It is understood that the PrintED accreditation process must be completed within one year of completion of the facility inspection. If circumstances should arise that prevent the accreditation process to be completed within one year, a request for an extension must be sent by the supervisor, providing the reason(s) for the extension, and the expected date of completion.

  
\_\_\_\_\_  
Signature (Evaluation Team Leader) 2/2/18  
Date

  
\_\_\_\_\_  
Signature (Instructor) 2/2/18  
Date

  
\_\_\_\_\_  
Signature (Administrator) 2/2/18  
Date

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME Everett Lowe DATE 2/2/18  
 INSTITUTION Printing Specialist

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	<u>50</u>
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	_____
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	_____
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>50</u> (50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. # OF CONTACT HOURS <u>10</u> X 5 POINTS		<u>50</u> Linda IML Design
B. # OF CONTACT HOURS <u>4</u> X 5 POINTS		<u>20</u> PIA Communication
C. # OF CONTACT HOURS <u>6</u> X 5 POINTS		<u>30</u> Print & Finishing Educator Forum
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
	<b>TOTAL</b>	<u>100</u> (100 POINT MINIMUM)

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

- 5 POINTS FOR A SCHOOL LEVEL AWARD
- 10 POINTS FOR A DISTRICT LEVEL AWARD
- 15 POINTS FOR A STATE LEVEL AWARD
- 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>5</u> <i>Two works</i>
B.	—
<b>TOTAL</b>	<u>5</u>

**IV. TEACHING EXPERIENCE\***

- 15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS
- 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A.	# OF YEARS _____ X 15/5 POINTS	
	# OF YEARS <u>20</u> X 9/3 POINTS	<u>180</u>
B.	# OF YEARS _____ X 15/5 POINTS	—
	# OF YEARS _____ X 9/3 POINTS	—
C.	# OF YEARS _____ X 15/5 POINTS	—
	# OF YEARS _____ X 9/3 POINTS	—
<b>TOTAL</b>		<u>180</u> (15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

- 10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST ½ YR)

	POINTS	POINTS EARNED
A.	# OF YEARS <u>35</u> X <u>10</u> POINTS	<u>350</u>
B.	# OF YEARS _____ X _____ POINTS	—
C.	# OF YEARS _____ X _____ POINTS	—
<b>TOTAL</b>		<u>350</u>

**VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\***

		POINTS	POINTS EARNED
A.	<u>1</u> x 5	POINTS	<u>5</u> PIA
B.	___ x 5	POINTS	___
C.	___ x 5	POINTS	___
		<b>TOTAL</b>	<u>5</u> (5 POINT MINIMUM)

**VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

**A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

		POINTS	POINTS EARNED
1.	# OF YEARS <u>3</u> x 10/5	POINTS	<u>15</u> Skills
2.	# OF YEARS <u>2</u> x 10/5	POINTS	<u>10</u> Highschool
		<b>Total</b>	<u>25</u> (30 POINT MAXIMUM)

**B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

		POINTS	POINTS EARNED
1.	# OF HOURS <u>2</u> x 10/5/3	POINTS	<u>6</u> CTE Fair
2.	# OF HOURS ___ x 10/5/3	POINTS	___
		<b>TOTAL</b>	<u>6</u> (30 POINT MAXIMUM)



VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. # OF HOURS <u>3</u> X 5/2 POINTS		<u>6</u> Print expo
B. # OF HOURS <u>3</u> X 5/2 POINTS		<u>6</u> Kelly expo
C. # OF HOURS <u>2</u> X 5/2 POINTS		<u>4</u> Skills Judge
	<b>TOTAL</b>	<u>16</u>
	(10 POINT MINIMUM; 30 POINT MAXIMUM)	

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <u><i>R. Fermin</i></u>	Date <u>2/2/18</u>
Total Points Earned <u>737</u>	Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>
Comments: _____	
_____	
_____	
_____	

**RETURN TO:** GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**INSTRUCTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS **MUST BE COMPLETED** AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME KWOK WAI SILU DATE FEB 2 2018  
 INSTITUTION RIVERSIDE CITY COLLEGE

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	<u>150</u>
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	_____
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
<b>TOTAL</b>		<u>150</u>
		(50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. # OF CONTACT HOURS <u>141.5</u> X 5 POINTS		<u>707.5</u>
B. # OF CONTACT HOURS _____ X 5 POINTS		_____
C. # OF CONTACT HOURS _____ X 5 POINTS		_____
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
<b>TOTAL</b>		<u>707.5</u>
		(100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

- 5 POINTS FOR A SCHOOL LEVEL AWARD
- 10 POINTS FOR A DISTRICT LEVEL AWARD
- 15 POINTS FOR A STATE LEVEL AWARD
- 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>20</u>
B.	<u>5</u>
<b>TOTAL</b>	<u>25</u>

**IV. TEACHING EXPERIENCE\***

- 15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS
- 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A.	# OF YEARS <u>2</u> X 15/5 POINTS	<u>30</u>
	# OF YEARS <u>2</u> X 9/3 POINTS	<u>18</u>
B.	# OF YEARS <u>7</u> X 15/5 POINTS	<u>105</u>
	# OF YEARS _____ X 9/3 POINTS	<u>      </u>
C.	# OF YEARS _____ X 15/5 POINTS	<u>      </u>
	# OF YEARS <u>5</u> X 9/3 POINTS	<u>45</u>
<b>TOTAL</b>		<u>198</u> (15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

- 10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST 1/2 YR)

	POINTS	POINTS EARNED
A.	# OF YEARS <u>6</u> X <u>10</u> POINTS	<u>60</u>
B.	# OF YEARS <u>10</u> X <u>5</u> POINTS	<u>50</u>
C.	# OF YEARS _____ X _____ POINTS	<u>      </u>
<b>TOTAL</b>		<u>110</u>

**VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\***

		POINTS	POINTS EARNED
A.	<u>1</u> x 5	POINTS	<u>5</u>
B.	___ x 5	POINTS	___
C.	___ x 5	POINTS	___
		<b>TOTAL</b>	<u>5</u> (5 POINT MINIMUM)

**VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

**A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

		POINTS	POINTS EARNED
1.	# OF YEARS ___ x 10/5	POINTS	___
2.	# OF YEARS ___ x 10/5	POINTS	___
		<b>Total</b>	___ (30 POINT MAXIMUM)

**B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

		POINTS	POINTS EARNED
1.	# OF HOURS <u>5</u> x 10/5/3	POINTS	<u>50</u>
2.	# OF HOURS <u>5</u> x 10/5/3	POINTS	<u>25</u>
		<b>TOTAL</b>	<u>75</u> <span style="border: 1px solid black; padding: 2px;">30</span> (30 POINT MAXIMUM)

**VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\***

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. # OF HOURS <u>8</u> X 5/2 POINTS		<u>40</u>
B. # OF HOURS <u>8</u> X 5/2 POINTS		<u>40</u>
C. # OF HOURS _____ X 5/2 POINTS		_____
	<b>TOTAL</b>	<u>30</u>
	(10 POINT MINIMUM; 30 POINT MAXIMUM)	

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <u><i>R. Ginn</i></u>	Date <u>2/2/18</u>
Total Points Earned <u>1255</u> Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

**RETURN TO:** GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME PATRICK SCULLIN DATE 2/2/18  
 INSTITUTION RIVERSIDE CITY COLLEGE

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	<u>150</u>
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	_____
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>150</u> (50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. # OF CONTACT HOURS <u>8</u> X 5 POINTS		<u>40</u>
B. # OF CONTACT HOURS <u>8</u> X 5 POINTS		<u>40</u>
C. # OF CONTACT HOURS <u>0</u> X 5 POINTS		<u>40</u>
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
	<b>TOTAL</b>	<u>120</u> (100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

5 POINTS FOR A SCHOOL LEVEL AWARD  
 10 POINTS FOR A DISTRICT LEVEL AWARD  
 15 POINTS FOR A STATE LEVEL AWARD  
 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>20</u>
B.	—
<b>TOTAL</b>	<u>20</u>

**IV. TEACHING EXPERIENCE\***

15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS  
 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

		POINTS	POINTS EARNED
A.	# OF YEARS <u>5</u> X 15/5 POINTS		<u>75</u>
	# OF YEARS <u>8</u> X 9/3 POINTS		<u>72</u>
B.	# OF YEARS <u>3</u> X 15/5 POINTS		<u>45</u>
	# OF YEARS _____ X 9/3 POINTS		—
C.	# OF YEARS _____ X 15/5 POINTS		<u>30</u>
	# OF YEARS <u>2</u> X 9/3 POINTS		<u>30</u>
	<b>TOTAL</b>		<u>228</u>
			(15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST ½ YR)

		POINTS	POINTS EARNED
A.	# OF YEARS <u>3</u> X <u>10</u> POINTS		<u>30</u>
B.	# OF YEARS <u>10</u> X <u>10</u> POINTS		<u>100</u>
C.	# OF YEARS <u>5</u> X <u>10</u> POINTS		<u>50</u>
	<b>TOTAL</b>		<u>180</u>

**VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\***

		POINTS	POINTS EARNED
A.	<u>1</u> x 5	POINTS	<u>5</u>
B.	<u>1</u> x 5	POINTS	<u>5</u>
C.	<u>1</u> x 5	POINTS	<u>5</u>
		<b>TOTAL</b>	<u>15</u> (5 POINT MINIMUM)

**VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

**A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

		POINTS	POINTS EARNED
1.	# OF YEARS <u>8</u> x 10/5	POINTS	<u>55</u>
2.	# OF YEARS _____ x 10/5	POINTS	_____
		<b>Total</b>	<u>30</u> (30 POINT MAXIMUM)

**B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

		POINTS	POINTS EARNED
1.	# OF HOURS <u>3</u> x 10/5/3	POINTS	<u>30</u>
2.	# OF HOURS _____ x 10/5/3	POINTS	_____
		<b>TOTAL</b>	<u>30</u> (30 POINT MAXIMUM)



VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. # OF HOURS <u>8</u> X 5/2 POINTS		<u>40</u>
B. # OF HOURS <u>8</u> X 5/2 POINTS		<u>40</u>
C. # OF HOURS _____ X 5/2 POINTS		_____
	<b>TOTAL</b>	<b><u>30</u></b>
		(10 POINT MINIMUM; 30 POINT MAXIMUM)

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <u><i>R. G. ...</i></u>	Date <u>2/2/18</u>
Total Points Earned <u>803</u> Recommended for Approval <input type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

**RETURN TO:** GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

## Margie Garr

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**From:** Margie Garr  
**Sent:** Thursday, January 4, 2018 2:32 PM  
**To:** 'patrick.scullen@rcc.edu'; 'kwokwai.siu@rcc.edu'; 'everett.long@rcc.edu'  
**Cc:** 'Richard Finner'  
**Subject:** PrintED Reaccreditation  
**Attachments:** INSTRUCTORDATAFORM.pdf

Hello Patrick, Kwokwai, and Everett:

*Please respond today that you have received this email with attachment.*

GAERF has received the PrintED reaccreditation application from Riverside City College. Your contact information and PrintED starting documentation will be sent to your PrintED Evaluation Team Leader, Rich Finner this week. After receiving the paperwork, Rich will be contacting you to schedule an onsite PrintED facility inspection. At this time, he will evaluate the lab, and provide instruction on how to assemble the PrintED Standards Binders. In addition, he will review and score your *PrintED Instructor Data Forms* (see attachment) to ensure you meet PrintED instructor requirements.

1. In order to be prepared for the visit, be certain to have the **completed PrintED Instructor Data** forms ready for review— **one form for each instructor**. The form is attached, or you can download the PDF at <http://gaerf.org/printed/INSTRUCTORDATAFORM.pdf>. (*Note that the sections marked with an asterisk require supporting documentation*).
2. Have available **seven empty three-ring binders**. One binder will be designated as the *Administrative Standards Binder* and will contain documentation for all Standards with the exception of Standard 3.2A. The other binders, one for each potential accreditation area, **will contain only documentation for Standard 3.2A** (Program Curriculum and Plan). **If you prefer not to assemble binders, you can organize and maintain this paperwork in digital format**. Rich will explain the process during his visit.
3. **Print out the PDF of the PrintED manual**, which can be accessed at: <http://www.gaerf.org/PrintED.aspx>, which will provide you with the most current PrintED policies and procedures.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,  
Margie Garr

Margie Garr  
Director, GAERF  
Graphic Arts Education and Research Foundation (GAERF)  
NPES • 1899 Preston White Drive • Reston, VA 20191  
703-264-7200 • [www.gaerf.org](http://www.gaerf.org)

There is no need to be concerned about printing this e-mail. U.S. paper companies plant far more trees than they harvest. Today in the U.S. there are 12 million more acres of forest than there were 20 years ago. Paper is renewable and recyclable.

**PrintED Accreditation  
Evaluation Team Leader Assignment Sheet**

This checklist is to be used by the Evaluation Team Leader to serve as a guideline while mentoring a program that has applied to become accredited. Refer to the attached summary of the accreditation process to ensure that you have a clear understanding of your responsibilities.

Periodically, you will be requested to fax a copy of this document to GAERF in order to ensure that GAERF is aware of the progress that is being made in the accreditation process at this school.

It is essential that the ETL maintain monthly contact with the instructor to ensure that the instructor is on task and has a clear understanding of the process. Accreditation must be completed within twelve months. If at any time during the course of the accreditation process it becomes apparent to the ETL that the instructor is in need of additional face-to-face instruction or is not being responsive, contact GAERF immediately to discuss next steps. In addition, if it is your recommendation that a program pursue accreditation in fewer or more areas than the application specified, indicate that to both the instructor and GAERF.

**Date:** January 4, 2018

**Evaluation Team Leader:** Rich Finner

**Program:** **Riverside City College**  
4800 Magnolia Avenue  
Riverside, CA 92506

**Lead Instructor:** Patrick Scullin  
patrick.scullin@rcc.edu; (951) 222-8583

**Additional Instructors:** **Kwokwai Sunny Siu**  
Kwokwai.siu@rcc.edu; (951) 222-8580  
**Everett Long**  
Everett.long@rcc.edu; (951) 222-8584

**Program Supervisor:** Patrick Scullin, Associate Faculty  
patrick.scullin@rcc.edu

**Areas of Accreditation:** Introduction to Graphic Communications, Digital File Output and Preparation, Digital Production Printing, Graphic Design, Offset Press Operations/Bindery & Finishing, Screen Printing

**Description:** Community College  
Applied Digital Media & Printing

**Expected Date of Completion:** 12 months after facility inspection

237377 JAN 4, 2018  
SVC GNDRES JAN 4, 2018  
TRACKING# 122373770350987489  
ACCOUNT NUMBER: 010  
EMPLOYEE NAME: GARR

BL WT  
ACT WT 2.9 LBS #PK 1  
ALL CURRENCY USD

HC 0.00 GNS 0.00  
SHIPMENT PUB RATE CHARGES:  
DV 0.00 GOD 0.00  
DC 0.00 DGD 0.00  
AH 0.00 PR 0.00  
TOT PUB CHG 16.63  
PUB+ HC 16.63

FRT: SHP  
SVC 16.63 USD  
RS 0.00  
RSD 0.00

THIS DOCUMENT IS NOT AN INVOICE.

TO: Rich Finner, ETL  
FROM: Margie Garr, Director GAERF  
DATE: January 4, 2018  
RE: Facility Inspection, Reaccreditation – Riverside City College

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Your onsite visit to Patrick Scullin at **Riverside City College** will provide you with the opportunity to ensure that the instructors understand the accreditation process and that the facility meets PrintED standards.

The *ETL Assignment Sheet* will provide you with contact information and the steps to follow while mentoring the instructors through the accreditation process.

**The Evaluation Team Leader Facility Inspection Checklist** is to be used when conducting the facility inspection to ensure that all ETLs are following the same procedures nationwide. Note that this checklist has been modified to address changes to the PrintED policies and procedures. **PLEASE** complete each of the tasks listed, and place a check in each box to ensure that you have addressed all the changes that have occurred.

Note: Instructors will not be provided with a printed copy of the PrintED manual. It must be downloaded from the GAERF website at: [www.gaerf.org/PrintED](http://www.gaerf.org/PrintED).

**Be certain to keep in monthly contact with the instructors.** Once the binders have been completed, notify GAERF and self-evaluation documents will be sent to the instructors.

Enclosures:

- CD
- ETL Assignment Sheet
- ETL Facility Inspection Checklist
- Reaccreditation Flow Chart
- Instructor Data Form
- Instructor Scoring Sheet (three)
- Standards and Evaluation Guide
- Facility, Equipment and Safety Inspection Report
- Tabs: *Administrative Standards Binder*
- 3.2A Tabs, Review Sheets and Stickers: *Introduction to Graphic Communications; Digital File Output and Preparation, Digital Production Printing, Graphic Design, Offset Press Operations/bindery & Finishing, Screen Printing*
- PrintED/SkillsUSA Career Essentials: Assessments information



### PrintED APPLICATION

Place a check in the appropriate box:

- APPLICATION  
 REACCREDITATION APPLICATION

Date of Application 10/26/17

School/Institution Riverside City College

Address 4800 Magnolia Ave.,

City Riverside

State CA Zip 92506

Phone (951) 222-8583

Fax (951) 222-8734

Website URL www.rccadm.com

School Principal: Kristine DiMemmo, Dean Email Kristine.DiMemmo@rcc.edu

School Program Supervisor / Director: Patrick Scullin

Title Associate Faculty Email Patrick.Scullin@rcc.edu

- Type of Program
- High School (Comprehensive-Public)
  - High School (Career Center or Career & Technical Center)
  - High School (Private)
  - Technical College
  - Community College
  - Correctional Facility
  - Other

Number of Students in the Program 150

Program Title Applied Digital Media & Printing

#### AREAS OF ACCREDITATION

A program must be accredited in at least two instructional areas, one of which must be *Introduction to Graphic Communications*. Place a check in the areas the program will be seeking accreditation.

- Digital File Output and Preparation
- Digital Production Printing
- Graphic Design
- Introduction to Graphic Communications
- Offset Press Operations/Bindery & Finishing
- Screen Printing

**INSTRUCTOR INFORMATION**



Lead Instructor  
Name Patrick Scullin Area of Instruction Applied Digital Media & Printing  
Title Associate Professor  
Phone 951-222-8583 Email Patrick.Scullin@rcc.edu  
Summer Phone 909-725-4361 Summer Email Patrick.Scullin@rcc.edu

Additional Instructor  
Name Kwokwai Sunny Siu Area of Instruction Applied Digital Media  
Title Assistant Professor  
Phone 951-222-8580 Email Kwokwai.Siu@rcc.edu  
Summer Phone 626-512-7749 Summer Email Kwokwai.Siu@rcc.edu

Additional Instructor  
Name Everett Long Area of Instruction Printing  
Title Instructor  
Phone 951-222-8584 Email Everett.Long@rcc.edu  
Summer Phone 909-437-5086 Summer Email Everett.Long@rcc.edu

Additional Instructor  
Area of Instruction \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Summer Phone \_\_\_\_\_ Summer Email \_\_\_\_\_

**SIGNATURES**

 \_\_\_\_\_ Date 10/26/17  
*Director/Principal*  
 \_\_\_\_\_ Date 10/26/17  
*Lead Instructor*

*PrintED accreditation and reaccreditation fees are nonrefundable after ninety days. Prior to the ninety-day deadline, the accreditation or reaccreditation fee is refundable if a written request is submitted to GAERF by the program's supervisor. All returns are subject to a nonrefundable 15% administrative fee. In addition, any PrintED materials sent to the instructor must be returned to GAERF prior to processing the refund request.*

# RCCD

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

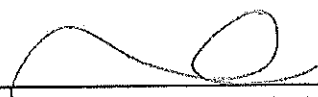
**Purchase Order #: P-0062717**Fiscal Year: 2017-2018  
Date: 11/27/2017

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Contract number must appear on all packages and documents.

3801 MARKET STREET, RIVERSIDE, CA 92501

<b>Vendor:</b> 42632 <b>DIR#:</b> GRAPHIC ARTS EDUCATION AND RESEARCH 1899 PRESTON WHITE DR RESTON, VA 20191  <b>Phone:</b> 703-264-7200 <b>Fax:</b> 703-620-3165 <b>P.O. Send:</b> GAERF@NPES.ORG		<b>Buyer:</b> MELINDA CHAVEZ <b>Phone:</b> <b>Fax:</b> <b>Payment Terms:</b> NET30 <b>Terms &amp; Conditions:</b> SEE REVERSE <b>FOB:</b> <b>Contact Name:</b> Alexis Brucks <b>Contact Phone:</b> 951-222-8491			
<b>Deliver on or Before:</b> 12/27/2017 <b>Ship To:</b> APPLIED TECHNOLOGY 4678 SAUNDERS STREET RIVERSIDE, CA 92506-1299  <b>Fax:</b>		<b>Bill To:</b> RIVERSIDE COMMUNITY COLLEGE DISTRICT ATTN: ACCOUNTS PAYABLE 3801 MARKET STREET RIVERSIDE, CA 92501  <b>Fax:</b>			
<b>Originators:</b> ALEXIS BRUCKS (R0099972)					
<b>Note:</b> Commencing performance of or accepting this Purchase Order shall indicate Supplier's intent to be bound by the terms and conditions of the Contract Documents (the "PO Terms"), shall constitute an acceptance by Vendor of each of the PO Terms, and shall form a contract under the laws of the State of California. The Contract Documents shall constitute the entire agreement between the parties with respect to the subject matter of this Contract and may not be modified, added to or rescinded except by a subsequent written notice signed by District. Notice of objection is hereby given to any different or additional terms in Supplier's quotations, acknowledgments, invoices, or in any other communication from Vendor unless District expressly agrees to such terms in writing. Payment, acceptance of goods or services, or inaction by District shall not constitute District's consent to or acceptance of any such terms.					
	<b>Qty</b>	<b>U/M</b>	<b>Item Name</b>	<b>Unit Cost</b>	<b>Total</b>
1.	1.00		APPLICATION PROCESSING  <b>Description:</b> Application Fee for the Print Ed 12-DSA-1190-0-0699-0735-5649	1,800.000000	1,800.00
				<b>Total Line Items:</b>	1,800.00
				<b>Discount:</b>	.00
				<b>Sub-Total:</b>	1,800.00
				<b>Tax:</b>	.00
				<b>Freight:</b>	.00
				<b>Order Total:</b>	1,800.00

  
 \_\_\_\_\_  
 Authorized Signature

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside City College • Moreno Valley College • Norco College [www.rccd.edu](http://www.rccd.edu)

## GENERAL CONTRACT TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** While engaged in carrying out and complying with the terms of this agreement, the Contractor is an independent contractor, and not an officer, employee, partner, joint venturer, or agent of the District.
2. **INVOICES AND PAYMENTS:** Payment shall be made by the District's Accounts Payable Office upon provision of the goods and/or services described herein, and upon submittal of invoice(s) approved by the College President or appropriate designee; or appropriate District Office administrator, or designee. Payment by the District shall constitute full and final payment, unless the Contractor files a claim for error or omission within ninety (90) days of the date of invoice.
3. **WARRANTY:** Contractor warrants that all goods or services furnished under this agreement shall be in accordance with District specifications. All work and services shall be done and completed in a thorough, workmanlike manner. All goods shall be new, merchantable, fit for their intended purposes, free from all defects in materials and workmanship, free from defects in design, in good working order and shall perform in accordance with the manufacturer's standard specifications. All goods furnished and all work performed shall be subject to the District's inspection. Goods and services which are not in accordance and conformity with the above specifications, shall be rejected and, in the case of goods, promptly removed from the District premises at the Contractor's expense. When a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the specifications, the cost of such test shall be paid by the Contractor. On all questions concerning the acceptability of the goods and services, the decision of the District shall be final and binding upon the parties. The District shall not unreasonably exercise its judgment.
4. **DEFAULT BY CONTRACTOR:** The District shall hold the Contractor liable and responsible for all damages which may be sustained because of failure or neglect of the Contractor to comply with any term or condition herein, it being specifically provided that time shall be of the essence in the delivery of the purchased goods or services. If the Contractor fails or neglects to furnish or deliver any of the goods or services at the prices named and at the times and places herein stated or otherwise fails or neglects to comply with the terms of the purchase, the District may cancel the purchase in its entirety, or cancel or rescind any or all items affected by such default, and may, whether or not the purchase is canceled in whole or in part, purchase the goods or services elsewhere without notice to the Contractor. The District shall retain all other rights and remedies under law.
5. **TERMINATION OF AGREEMENT:** The District may terminate this agreement upon thirty (30) calendar days' prior written notice to the Contractor. In the event of such termination, each party shall be liable for all obligations in favor of the other party accruing prior to the date of such termination, but shall be released from all obligations or performance that would otherwise accrue subsequent to the date of such termination. In addition, this agreement may be subject to termination as provided in Section 18.
6. **EXPENSES:** The Contractor shall assume all expenses incurred in connection with performance except as otherwise provided in this agreement.
7. **INDEMNIFICATION/LIMITATION OF LIABILITY:** The Contractor shall indemnify, hold harmless, and defend the District, its Board of Trustees, officers, employees, agents, and representatives from and against all claims, liability, loss, cost, and obligations on account of, or arising from, the acts or omissions of the Contractor, or of persons acting on behalf of the Contractor, however caused, in the performance of the services specified herein. Contractor hereby waives and releases the District from any claims Contractor may have at any time arising out of or relating in any way to this agreement, whether or not caused by the negligence or breach of the District, its employees, or agents, except to the extent caused by the District's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District be liable for any loss of Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages. This shall constitute the District's sole liability to Contractor and Contractor's exclusive remedies against the District.
8. **AMENDMENT OF AGREEMENT:** This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. All modifications and amendments to this agreement shall be in writing and signed by the authorized representatives of the District and the Contractor.
9. **ASSIGNMENT OF AGREEMENT:** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the Contractor without prior written consent of the other.
10. **GOVERNING LAW:** This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Riverside, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.
11. **NON-DISCRIMINATION:** The Contractor hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The Contractor shall comply with applicable federal and California anti-discrimination laws, including but not limited to, the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code. The Contractor agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.
12. **EQUAL OPPORTUNITY EMPLOYER:** Contractor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
13. **COMPLIANCE WITH LAW/PERMITS AND LICENSES:** The Contractor and all of its employees or agents shall comply with all applicable laws, ordinances, rules and regulations, including but not limited to all applicable laws and regulations governing the bidding process, and shall secure and maintain in force such licenses and permits as are required by law, in connection with furnishing of goods, services, or installation hereunder.
14. **ATTORNEYS' FEES AND COSTS:** If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.
15. **TAXES:** California Sales Tax, Use Tax and/or the Riverside County Uniform Local Sales and Use Tax, where applicable, shall be separately identified on each invoice to the District. The federal excise tax, and state and local property taxes, are not applicable, as college districts are exempt therefrom.
16. **NON-WAIVER:** A waiver of a breach or default by the District under this agreement shall not be deemed a waiver of any subsequent breach or default. Failure of the District to enforce compliance with any term or condition of this agreement shall not constitute a waiver of such term or condition.
17. **SEVERABILITY:** The Contractor and the District agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
18. **TERMINATION FOR NON-APPROPRIATION OF FUNDS:** If the term of this agreement extends into fiscal years subsequent to that in which it is approved, such continuation of the agreement is contingent on the appropriation and availability of funds for such purpose, as determined in good faith by the District. If funds to effect such continued purpose are not appropriated or available as determined in good faith by the District, this agreement shall automatically terminate and the District shall be relieved of any further obligation.
19. **CANRA:** In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
20. **DEBARMENT AND SUSPENSION:** In accordance with Executive Orders 12549 & 12689 (Debarment and Suspension), Seller certified by entering into this transaction, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
21. **SOFTWARE, LICENSING AGREEMENTS, OR EQUIPMENT WITH SOFTWARE PRE-LOADED:** For purchase orders dealing with software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers the vendor hereby warrants that the products or services to be provided under this PO comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.
22. **PREVAILING WAGES:** For public works projects greater than \$1000, the Supplier shall pay the general prevailing rate of per diem wages to all workers employed on contracted project as established by the California Department of Industrial Relations (Labor Code 1771).
23. **INSURANCE:** Contractor shall, at all times, maintain in full force and effect the following insurance: Worker's Compensation, Comprehensive General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000. The District shall be named as an additional insured on Contractors' policies. The contractor shall provide a certificate of insurance. The certificate shall state that the District will be given 30 days notice of any material change or cancellation in coverage. The District may waive this requirement for good cause demonstrated. Such waiver must be set forth in writing, including the "good cause", and signed by an authorized District administrator.
24. **HEALTH & SAFETY:** All materials, equipment, and supplies must meet or exceed all Federal, State, and local requirements regarding Health and Safety. All shipments of chemicals, hazardous and toxic material must include Safety Data Sheets (SDS) pursuant to OSHA's Hazard Communication Standard (29 CFR 1910.1200).
25. **DIR REGISTRATION:** As of March 1, 2015, any District vendors engaging in a public works project must meet the requirements of Labor Code section 1725.5 and register with the Department of Industrial Relations. As of April 1, 2015, vendors will be prohibited from proceeding with public works projects unless registered with DIR.



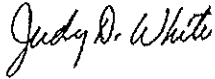
Batch Detail Report

Lockbox Name: Graphics Arts Education and Research  
Lockbox #: 79854  
Deposit Date: 12/28/2017  
Site Code: BAL

Batch #: 2  
Transaction #: 2  
Sequence #: 1

Check Amount: 1800.00  
Check RT: 122000496  
Check Account: 2740018348  
Check Serial: 14842429

FRONT IMAGE - CHECK

<b>RIVERSIDE COUNTY TREASURER</b> of Riverside, California School Commercial Warrant Account	Union Bank Government Services Division San Francisco, CA	16-49 1220	<b>Warrant No.</b> <b>14-842429</b>
BY ORDER OF THE GOVERNING BOARD OF: <b>Riverside Community College District</b>		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>\$\$\$1,800.00**</b> </div>	
Pay: <b>ONE THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS</b> *****			
To the Order of: GAERF PO BOX 79854 BALTIMORE MD 21279-0854	VOID 185 DAYS FROM Date Issued: <b>12/19/2017</b>		
		Vendor: 42632	County Superintendent of Schools
DOCUMENT CONTAINS GREEN PANTOGRAPH & MICROPRINTING. BACK HAS A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.			
⑈ 1484 24 29 ⑆ ⑆ 12 2000 496 ⑆ 27400 18348 ⑆			



## Margie Garr

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**From:** Margie Garr  
**Sent:** Thursday, March 30, 2017 9:25 AM  
**To:** 'Patrick.Scullin@rcc.edu'  
**Subject:** PrintEd and Skill Connect Assessment field test  
**Attachments:** Accreditation\_and\_Reaccreditation\_Flow\_Chart.pdf

Hello Patrick,  
Judy forwarded your request to me, as I handle the PrintED program here at GAERF.

Yes, Riverside City College is accredited through October 2018.

Upon receipt of the reaccreditation application, and following completion of the Facility Inspection, you would have up to twelve months to complete the reaccreditation process.

You can judge the time you would need to complete the documentation, and start reaccreditation accordingly. Starting in October 2017 gives you the full year to complete.

In 2014, the PrintED competencies were updated, so your reaccreditation would be based on the newer Graphic Communications Skills Competencies - available for your review online at

<http://www.gaerf.org/PrintED/Competencies.aspx>.

Attached for your reference is the PrintED reaccreditation Flow Chart to give you an idea of the timeline.

The PrintED manual and additional information is also online for your review at <http://www.gaerf.org/PrintED.aspx>.

Please let me know if I can provide further assistance. Additional to email, I am available by phone at 703-264-7200 – usually in the office from 8:00am to 4:30pm ET.

Also –

I have a request for you...

To coincide with the revised Graphic Communications Skills Competencies, we have been working in partnership with SkillsUSA to develop improved assessments.

SkillsUSA has started field testing for the revised assessment “Offset Printing/Binding & Finishing”.

To validate the questions and set a passing cut-score, field testing requires a set number of students to take the field test. Currently, we are a bit short on student participants.

Would you be willing to assist us by having your students participate in the field test for this assessment? Field testing should be completed anytime from now until May 31, 2017.

The field test is to validate the test before it is released for purchase, so it cannot be used for student grades. There is no cost to the school to participate in the field testing.

If you are interested, I will follow-up with instructions.

Thank you, Patrick.

I look forward to hearing from you.

Margie

Margie Garr

Director, GAERF Programs

Graphic Arts Education and Research Foundation (GAERF)

NPES • 1899 Preston White Drive • Reston, VA 20191

703-264-7200 • [www.gaerf.org](http://www.gaerf.org)

There is no need to be concerned about printing this e-mail. U.S. paper companies plant far more trees than they harvest. Today in the U.S. there are 12 million more acres of forest than there were 20 years ago. Paper is renewable and recyclable.

-----Original Message-----

From: Scullin, Patrick [mailto:Patrick.Scullin@rcc.edu]  
Sent: Wednesday, March 29, 2017 1:22 PM  
To: Judy Durham <jdurham@npes.org>  
Subject: PrintEd

Hi Judy,

I have a couple questions about our PrintEd Accreditation. I'm not sure if you are the correct person to contact or not. If you could point me in the right direction that would be great.

According to my records we are accredited through 2018. I am curious which year we are supposed to start the reaccreditation process, is that 2017 or 2018?

Thanks!

Patrick Scullin, M.F.A.

Riverside City College  
Asst. Prof., Applied Digital Media  
Director, Printing & Graphics Center

patrick.scullin@rcc.edu  
p (951) 222-8583  
c (909) 725-4361

# GAERF

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## GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION

October 29, 2013

Mr. Richard Finner  
Riverside City College  
4800 Magnolia Avenue  
Riverside, CA 92506

Dear Richard:


It is my pleasure to inform you **Riverside City College** has been awarded PrintED accreditation effective October 2013 – October 2018 in the following areas:

**Introduction to Graphic Communications**  
**Advertising Design**  
**Binding & Finishing**  
**Digital File Output**  
**Digital File Preparation**  
**Digital Production Printing**  
**Offset Press Operations**  
**Advanced Press Operations**  
**Advanced Digital File Preparation**

A PrintED accreditation plaque has been ordered and should arrive within the next few weeks. **Riverside City College** will be listed on two websites: [www.gaerf.org](http://www.gaerf.org) and [www.graphiccommcentral.org](http://www.graphiccommcentral.org) as a nationally accredited institution recognized by the graphic communications industry.

Congratulations! I wish you and your students continued success.

Sincerely,



Eileen D. Cassidy  
GAERF Director

Cc: Michael Stinnett, Evaluation Team Leader  
Patricia Avila  
Dr. Cynthia Azari  
Jim Parsons  
Gary Sellers  
Robert Davis

David Ginn  
Alan Dennis  
Michael Todryk  
Cheri Liles  
Chris Aschom  
Andrew Oakes

Enclosures: Professional Development Certificate  
ETL Evaluation Survey

1899 Preston White Drive • Reston, Virginia 20191-4367  
(703) 264-7200 • FAX: (703) 620-3165 • E-Mail: [gaerf@npes.org](mailto:gaerf@npes.org)  
Internet: <http://www.gaerf.org>

FALL 1

PrintED FINAL EVALUATION REPORT

Program Riverside City College  
 Address 4800 Magnolia Ave  
 City Riverside State CA Zip 92506  
 Phone 951-222-8583 Fax \_\_\_\_\_  
 Instructor Richard Finner  
 Evaluation Team Leader Michael Stinson

Evaluation Summary

Specialty Area	Point Total	Accreditation	
Introduction to Graphic Communications	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Advertising & Design	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Binding & Finishing	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Digital File Output	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Digital File Preparation	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Digital Production Printing	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Offset Press Operations	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Screen Printing		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Advanced Press Operations	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Advanced Digital File Preparation	21	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

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Include with this report:

- A signed Final Evaluation Rating Sheet for each area evaluated
- An Team Member form for each evaluator

I hereby certify that this evaluation was conducted in compliance with all PrintED policies.

Michael Stinson  
 Evaluation Team Leader Signature

10/18/2013  
 Date

Return to: The Graphic Arts Education and Research Foundation  
 1899 Preston White Drive  
 Reston, VA 20191

TEAM MEMBER

Name GARY SELLERS Title ACCOUNT MANAGER

Company FUJI FILM USA

Address 6200 PHYLLIS DR.

City CYPRESS State CA Zip 90630

Phone 909 732-2600 Fax \_\_\_\_\_

Email GSELLERS@FUJIFILM.COM

Number of years employed in the graphic communications/printing industry 41 yrs

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program RCC

Area(s) you evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output
- Digital Production Printing
- Offset Press Operations
- Screen Printing Technology
- Advanced Digital File Preparation
- Advanced Offset Press Operations

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gary Sellers  
(Signature)

10-18-13  
(Date)

PrintED Final Evaluation Rating Sheet

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Four, Five, and Six.
- The Evaluation Team Member should score Standard Three.
- All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.
- Each YES response receives 1 point. A NO response receives 0 points.
- A program must receive a minimum of 18 points to meet the requirements to become accredited or reaccredited. **Eight of those points must be accrued from YES responses to questions marked with an asterisk.**
- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output
- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
 \*A.  Yes  No
- 1.2 Instructor Information  
 \*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
 \*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
 \*A.  Yes  No
- 3.2 Program Curriculum and Plan  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.3 Student Progress and Assessment  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.4 Workplace Skills  
 A.  Yes  No
- 3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No
- 3.6 Live Work  
 A.  Yes  No

Total Points: 9

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No
- 4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
 A.  Yes  No
- 6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3



GRAND TOTALS


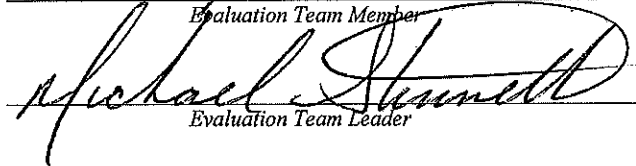
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.

Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

 Evaluation Team Member	<u>10/18/17</u> Date
 Evaluation Team Leader	<u>10/18/2013</u> Date

TEAM MEMBER

Name ANDREW OAKES Title PROFESSOR, AGENCY PRINCIPAL

Company /inst. CSUSB, AI, GREEN ACRES DESIGN

Address 10 E. VINE ST., SUITE 214, REDLANDS, CA. 92375

City REDLANDS State CA Zip 92375

Phone 909 377 8353 Fax 909 798 3850

Email andrew@greenacresdesign.net

Number of years employed in the graphic communications/printing industry 18

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No


Institution/Program \_\_\_\_\_

Area(s) you evaluated:

- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to Graphic Communications | <input type="checkbox"/> Digital Production Printing       |
| <input checked="" type="checkbox"/> Advertising & Design        | <input type="checkbox"/> Offset Press Operations           |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing Technology        |
| <input type="checkbox"/> Digital File Preparation               | <input type="checkbox"/> Advanced Digital File Preparation |
| <input type="checkbox"/> Digital File Output                    | <input type="checkbox"/> Advanced Offset Press Operations  |

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: I'm Impressed!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

OCT. 18, 2013  
(Date)

**PrintED Final Evaluation Rating Sheet**

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Four, Five, and Six.
- The Evaluation Team Member should score Standard Three.
- All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.
- Each YES response receives 1 point. A NO response receives 0 points.
- A program must receive a minimum of 18 points to meet the requirements to become accredited or reaccredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.
- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
\*A.  Yes  No
- 1.2 Instructor Information  
\*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
\*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
\*A.  Yes  No
- 3.2 Program Curriculum and Plan  
\*A.  Yes  No  
\*B.  Yes  No
- 3.3 Student Progress and Assessment  
\*A.  Yes  No  
\*B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No
- 3.6 Live Work  
A.  Yes  No

Total Points: 9

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

GRAND TOTALS


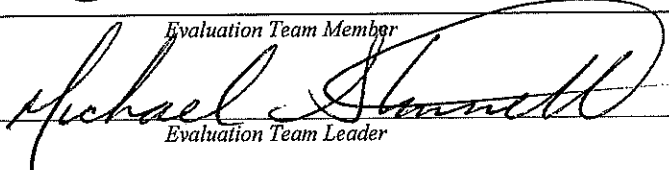
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.

Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	
_____ Evaluation Team Member	_____ Date
	_____ Date
_____ Evaluation Team Leader	_____ Date

TEAM MEMBER

Name David L. Gion Title Sales Manager  
Company Preferred Printing & Packaging  
Address 1493 E Philadelphia St  
City Ontario State CA Zip 91710  
Phone 909 923 2053 Fax \_\_\_\_\_  
Email dave@preferredppp.com

Number of years employed in the graphic communications/printing industry \_\_\_\_\_

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program \_\_\_\_\_

Area(s) you evaluated:

- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to Graphic Communications | <input type="checkbox"/> Digital Production Printing       |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations           |
| <input checked="" type="checkbox"/> Binding & Finishing         | <input type="checkbox"/> Screen Printing Technology        |
| <input type="checkbox"/> Digital File Preparation               | <input type="checkbox"/> Advanced Digital File Preparation |
| <input type="checkbox"/> Digital File Output                    | <input type="checkbox"/> Advanced Offset Press Operations  |

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: I cannot over emphasize safety. Policy & Procedures should always be emphasized.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

David L. Gion  
(Signature)

10-18-13  
(Date)

PrintED Final Evaluation Rating Sheet

Program RIVERSIDE CITY COLLEGE, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Three (with the exception of 3.2A), Four, Five, and Six.
- The Team Member should score 3.2A.
- All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.
- Each YES response receives: 1 point. A NO response receives: 0 points.
- A program must receive a minimum of 18 points to meet the requirements to become accredited or reaccredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.
- The Evaluation Team Leader and the Team Member must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communication
- Advertising & Design
- Binding and Finishing
- Digital File Output
- Digital File Preparation

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Digital File Preparation
- Advanced Offset Printing

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
 \*A.  Yes  No
- 1.2 Instructor Information  
 \*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
 \*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Checklists  
 \*A.  Yes  No
- 3.2 Program Curriculum and Plan  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.3 Student Progress and Assessment  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.4 Workplace Skills  
 A.  Yes  No
- 3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No
- 3.6 Live Work  
 A.  Yes  No

Total Points: 9

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No
- 4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
 A.  Yes  No
- 6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

GRAND TOTALS


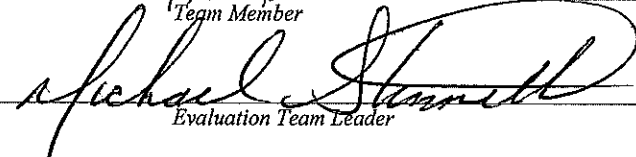
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited with 8 of those points accrued from YES responses to questions marked with an asterisk.

Minimum Points Required: 18 points

TOTAL POINTS: 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	10-18-13
Team Member	Date
	10/18/2013
Evaluation Team Leader	Date

TEAM MEMBER

Name ALAN DENNIS Title CREATIVE DIRECTOR

Company ALAN DENNIS DESIGN

Address 12329 LEMON PLACE

City CHINO State CA Zip 91710

Phone 909-210-2348 Fax 909-902-0779

Email ALAN.W.DENNIS@GMAIL.COM

Number of years employed in the graphic communications/printing industry 28

Are you a graduate of a high school or equivalent?  Yes  No  
 Have you served or do you currently serve on this school's Advisory Committee?  Yes  No  
 Are you a graduate or past employee of this program?  Yes  No  
 Have you ever hired graduates from this program?  Yes  No

Institution/Program RIVERSIDE COMMUNITY COLLEGE

- Area(s) you evaluated:
- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to Graphic Communications | <input type="checkbox"/> Digital Production Printing       |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations           |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing Technology        |
| <input checked="" type="checkbox"/> Digital File Preparation    | <input type="checkbox"/> Advanced Digital File Preparation |
| <input type="checkbox"/> Digital File Output                    | <input type="checkbox"/> Advanced Offset Press Operations  |

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alan Dennis  
(Signature)

10-18-13  
(Date)



**PrintED Final Evaluation Rating Sheet**

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Four, Five, and Six.
- The Evaluation Team Member should score Standard Three.
- **All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.**
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- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
 \*A.  Yes  No
- 1.2 Instructor Information  
 \*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
 \*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
 \*A.  Yes  No
- 3.2 Program Curriculum and Plan  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.3 Student Progress and Assessment  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.4 Workplace Skills  
 A.  Yes  No
- 3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No
- 3.6 Live Work  
 A.  Yes  No

Total Points: 9

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No
- 4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
 A.  Yes  No
- 6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

GRAND TOTALS

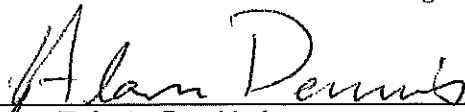
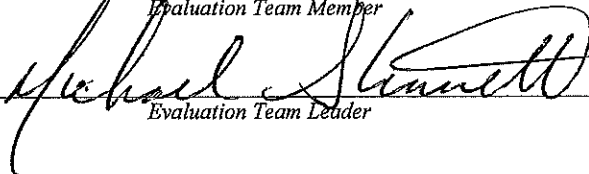
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Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	10/18/13
_____ Evaluation Team Member	Date
	10/18/2013
_____ Evaluation Team Leader	Date

TEAM MEMBER

Name CHERI LILES Title PREPRESS MANAGER

Company THORO PACKAGING

Address 1467 DAVRIL CIRCLE

City CORONA State CA Zip 92880

Phone 951-278-2100 Fax 951-278-2198

Email cliles@thoropkg.com

Number of years employed in the graphic communications/printing industry 30yrs

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program RCC

Area(s) you evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output
- Digital Production Printing
- Offset Press Operations
- Screen Printing Technology
- Advanced Digital File Preparation
- Advanced Offset Press Operations

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: Would like to see more instruction/hands on application of working with and correcting supplied files (production) rather than creating more info/training on ghosting, marks, etc. that correct/cause problems on press.

Cheri Liles  
(Signature)

10/18/13  
(Date)

**PrintED Final Evaluation Rating Sheet**

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
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- The Evaluation Team Member should score Standard Three.
- All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.
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- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
 \*A.  Yes  No
- 1.2 Instructor Information  
 \*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
 \*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
 \*A.  Yes  No
- 3.2 Program Curriculum and Plan  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.3 Student Progress and Assessment  
 \*A.  Yes  No  
 \*B.  Yes  No
- 3.4 Workplace Skills  
 A.  Yes  No
- 3.5 Program Evaluation  
 A.  Yes  No  
 B.  Yes  No
- 3.6 Live Work  
 A.  Yes  No

Total Points: 89

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
 A.  Yes  No  
 B.  Yes  No
- 4.2 Program Description and Goals  
 A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
 A.  Yes  No  
 B.  Yes  No  
 C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
 A.  Yes  No
- 6.2 Live Work Accounting  
 A.  Yes  No  NA  
 B.  Yes  No  NA

Total Points: 3

GRAND TOTALS

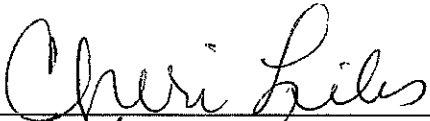
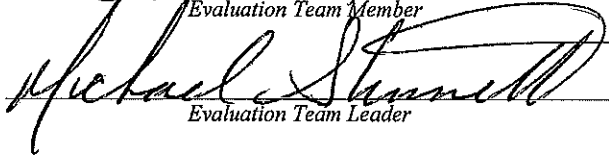
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Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	
<hr/>	<hr/>
Evaluation Team Member	Evaluation Team Leader
Date	Date
10/18/2013	10/18/2013

TEAM MEMBER

Name Michael Todryk Title Chief Color Expert

Company Avid Ink

Address 229 N Sherman Ave

City Corona State CA Zip 92882

Phone 951-279-2138 Fax 888-FAX-AVID

Email miket@avidink.com

Number of years employed in the graphic communications/printing industry 16

- Are you a graduate of a high school or equivalent?  Yes  No  
Have you served or do you currently serve on this school's Advisory Committee?  Yes  No  
Are you a graduate or past employee of this program?  Yes  No  
Have you ever hired graduates from this program?  Yes  No

Institution/Program Graphics

Area(s) you evaluated:

- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to Graphic Communications | <input checked="" type="checkbox"/> Digital Production Printing |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations                |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing Technology             |
| <input type="checkbox"/> Digital File Preparation               | <input type="checkbox"/> Advanced Digital File Preparation      |
| <input type="checkbox"/> Digital File Output                    | <input type="checkbox"/> Advanced Offset Press Operations       |

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: Make sure there is a good color management training.

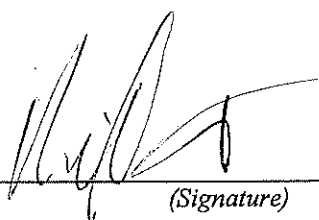
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(Signature)

10/18/13  
(Date)

PrintED Final Evaluation Rating Sheet

Program

RIVERSIDE City College, CA

- One rating sheet is to be completed for each area being evaluated.
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- The Evaluation Team Member should score Standard Three.
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- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to Graphic Communications | <input checked="" type="checkbox"/> Digital Production Printing |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations                |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing                        |
| <input type="checkbox"/> Digital File Preparation               | <input type="checkbox"/> Advanced Offset Press Operations       |
| <input type="checkbox"/> Digital File Output                    | <input type="checkbox"/> Advanced Digital File Preparation      |

**STANDARD 1: INSTRUCTIONAL STATE**

1.1 Instructional Competency/Accreditation  
\*A.  Yes  No

1.2 Instructor Information  
\*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

2.1 Facility, Equipment, and Safety  
\*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

3.1 PrintED Competencies  
\*A.  Yes  No

3.2 Program Curriculum and Plan  
\*A.  Yes  No  
\*B.  Yes  No

3.3 Student Progress and Assessment  
\*A.  Yes  No  
\*B.  Yes  No

3.4 Workplace Skills  
A.  Yes  No

3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No

3.6 Live Work  
A.  Yes  No

Total Points: 9

**STANDARD 4: PURPOSE**

4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No

4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

6.1 Consumable Supplies  
A.  Yes  No

6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

GRAND TOTALS

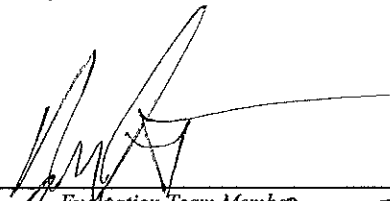
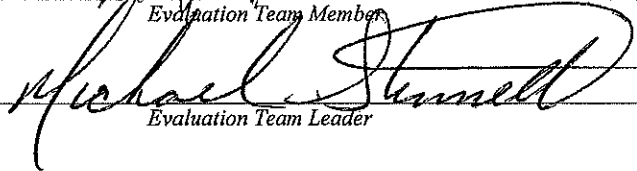
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Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	10/18/13
Evaluation Team Member	Date
	10/18/2013
Evaluation Team Leader	Date



TEAM MEMBER

Name ROBERT D. PAVIS Title FOUNDER / CEO

Company AVID INK, LLC

Address 229 NORTH SHERWOOD AVE

City CORONA State CA Zip 92882

Phone 951-279-2138 Fax ~~951-279-2138~~ 951-279-2843

Email ROBERT@AVIDINK.COM

Number of years employed in the graphic communications/printing industry 20+

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program \_\_\_\_\_

Area(s) you evaluated:

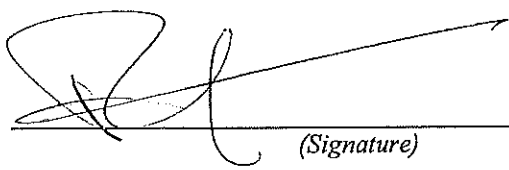
- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output
- Digital Production Printing
- Offset Press Operations
- Screen Printing Technology
- Advanced Digital File Preparation
- Advanced Offset Press Operations

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: <sup>1</sup> Increase diversity associated with the variety of Manufacturers of IMISO/SPECTO as well as and how they communicate w/ variety of consoles.

<sup>2</sup> Increase education associated "Carbon Footprint" reduction with regard to the continuous improvement of the offset chemistries in today's market, in addition to "CIRCLE RESPONSIBILITY: ETHICAL BEHAVIOR".

<sup>3</sup> WAIVER safety measures pertaining to offset machinery.

  
(Signature)

1/20/2015  
(Date)

PrintED Final Evaluation Rating Sheet

Program Riverside City College, CA

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- The Team Member should score 3.2A.
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- The Evaluation Team Leader and the Team Member must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communication
- Advertising & Design
- Binding and Finishing
- Digital File Output
- Digital File Preparation

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Digital File Preparation
- Advanced Offset Printing

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
\*A.  Yes  No
- 1.2 Instructor Information  
\*B.  Yes  No

Total Points: 2

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
\*A.  Yes  No

Total Points: 1

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 3: INSTRUCTION**

- 3.1 Printed Checklists  
\*A.  Yes  No
- 3.2 Program Curriculum and Plan  
\*A.  Yes  No  
\*B.  Yes  No
- 3.3 Student Progress and Assessment  
\*A.  Yes  No  
\*B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No
- 3.6 Live Work  
A.  Yes  No

Total Points: 9

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

GRAND TOTALS

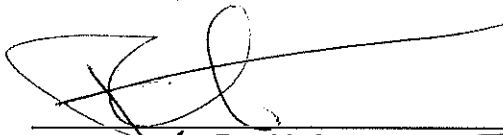
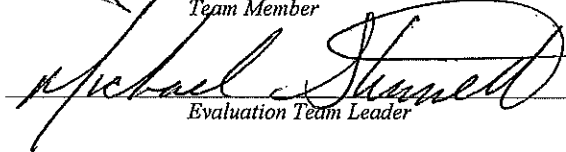
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited with 8 of those points accrued from YES responses to questions marked with an asterisk.

Minimum Points Required: 18 points

TOTAL POINTS: 27

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	
Team Member	10/15/2013
	Date
	10/18/2013
Evaluation Team Leader	Date

**PrintED Final Evaluation Rating Sheet**

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Four, Five, and Six.
- The Evaluation Team Member should score Standard Three.
- All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.
- Each YES response receives 1 point. A NO response receives 0 points.
- A program must receive a minimum of 18 points to meet the requirements to become accredited or reaccredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.
- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- Introduction to Graphic Communications
- Advertising & Design
- Binding & Finishing
- Digital File Preparation
- Digital File Output

- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
\*A.  Yes  No
- 1.2 Instructor Information  
\*B.  Yes  No

Total Points: 2

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
\*A.  Yes  No

Total Points: 1

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
\*A.  Yes  No
- 3.2 Program Curriculum and Plan  
\*A.  Yes  No  
\*B.  Yes  No
- 3.3 Student Progress and Assessment  
\*A.  Yes  No  
\*B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No
- 3.6 Live Work  
A.  Yes  No

Total Points: 7

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No

Total Points: 3

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No

Total Points: 3

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA

Total Points: 3

GRAND TOTALS

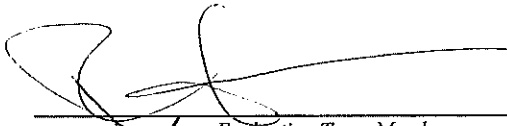
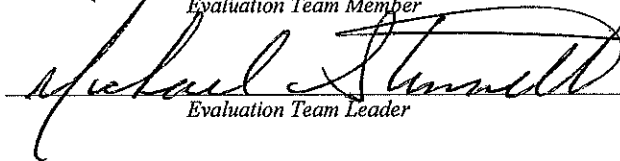
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.

Minimum Points: 18 points

TOTAL POINTS 218

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	<u>10/18/2013</u>
Evaluation Team Member	Date
	<u>10/18/2013</u>
Evaluation Team Leader	Date

TEAM MEMBER

Name Chris Aschom Title Prepress Manager

Company UBS Printing Group

Address 2577 Research Dr

City Corona State CA Zip 92882

Phone 951-273-7900 Fax \_\_\_\_\_

Email caschom@ubsprint.com

Number of years employed in the graphic communications/printing industry 31

- Are you a graduate of a high school or equivalent?  Yes  No
- Have you served or do you currently serve on this school's Advisory Committee?  Yes  No
- Are you a graduate or past employee of this program?  Yes  No
- Have you ever hired graduates from this program?  Yes  No

Institution/Program \_\_\_\_\_

- Area(s) you evaluated:
- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to Graphic Communications | <input type="checkbox"/> Digital Production Printing                  |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations                      |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing Technology                   |
| <input type="checkbox"/> Digital File Preparation               | <input checked="" type="checkbox"/> Advanced Digital File Preparation |
| <input type="checkbox"/> Digital File Output                    | <input checked="" type="checkbox"/> Advanced Offset Press Operations  |

Use this section to make remarks or comments about the program that you evaluated. Submit the completed form to the Evaluation Team Leader at the evaluation meeting.

Comments: RCC offers a very competent curriculum  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Christopher Aschom  
(Signature)

10-18-2013  
(Date)

**PrintED Final Evaluation Rating Sheet**

Program Riverside City College, CA

- One rating sheet is to be completed for each area being evaluated.
- The Evaluation Team Leader should score Standards One, Two, Four, Five, and Six.
- The Evaluation Team Member should score Standard Three.
- **All questions marked with an asterisk must receive a YES response. If a question marked with an asterisk receives a NO response, the program may not be accredited.**
- Each YES response receives 1 point. A NO response receives 0 points.
- A program must receive a minimum of 18 points to meet the requirements to become accredited or reaccredited. **Eight of those points must be accrued from YES responses to questions marked with an asterisk.**
- The ETL and the evaluator must sign this document on p. 2.

Area Evaluated:

- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to Graphic Communications | <input type="checkbox"/> Digital Production Printing                  |
| <input type="checkbox"/> Advertising & Design                   | <input type="checkbox"/> Offset Press Operations                      |
| <input type="checkbox"/> Binding & Finishing                    | <input type="checkbox"/> Screen Printing                              |
| <input type="checkbox"/> Digital File Preparation               | <input type="checkbox"/> Advanced Offset Press Operations             |
| <input type="checkbox"/> Digital File Output                    | <input checked="" type="checkbox"/> Advanced Digital File Preparation |

**STANDARD 1: INSTRUCTIONAL STAFF**

- 1.1 Instructional Competency/Accreditation  
\*A.  Yes  No
- 1.2 Instructor Information  
\*B.  Yes  No
- Total Points: 2

**STANDARD 4: PURPOSE**

- 4.1 Employment Potential and Follow-Up  
A.  Yes  No  
B.  Yes  No
- 4.2 Program Description and Goals  
A.  Yes  No
- Total Points: 3

**STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY**

- 2.1 Facility, Equipment, and Safety  
\*A.  Yes  No
- Total Points: 1

**STANDARD 5: ADMINISTRATION**

- 5.1 Advisory Committee  
A.  Yes  No  
B.  Yes  No  
C.  Yes  No
- Total Points: 3

**STANDARD 3: INSTRUCTION**

- 3.1 PrintED Competencies  
\*A.  Yes  No
- 3.2 Program Curriculum and Plan  
\*A.  Yes  No  
\*B.  Yes  No
- 3.3 Student Progress and Assessment  
\*A.  Yes  No  
\*B.  Yes  No
- 3.4 Workplace Skills  
A.  Yes  No
- 3.5 Program Evaluation  
A.  Yes  No  
B.  Yes  No
- 3.6 Live Work  
A.  Yes  No
- Total Points: 9

**STANDARD 6: PROGRAM BUDGET**

- 6.1 Consumable Supplies  
A.  Yes  No
- 6.2 Live Work Accounting  
A.  Yes  No  NA  
B.  Yes  No  NA
- Total Points: 3

GRAND TOTALS


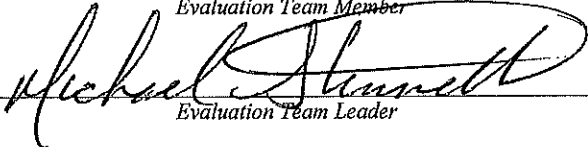
- Add the total points earned in Standards One thru Six. A program must attain at least 18 points in order to be accredited. Eight of those points must be accrued from YES responses to questions marked with an asterisk.

Minimum Points: 18 points

TOTAL POINTS 21

THE ITEMS LISTED ABOVE ARE TRUE AND SUBMITTED AS VALIDATION OF MY EXPERIENCE AND DEDICATION IN PROVIDING QUALITY GRAPHIC ARTS/PRINTING EDUCATION.

Signatures

	10-18-2013
<hr/>	<hr/>
Evaluation Team Member	Date
	10/18/2013
<hr/>	<hr/>
Evaluation Team Leader	Date



## PrintED® Instructor Test

Name RICHARD FINNER Title PROFESSOR, APPLIED DIGITAL MEDIA  
School/Institution RIVERSIDE CITY COLLEGE  
Address 4800 MAGNOLIA AVE.  
City RIVERSIDE State CA Zip 92506  
Phone 951 222-8583 Fax 951 222-8734  
Email rich.finner@rec.edu

**Directions:** Fill in the bubble beside the answer that best completes each statement.

1. PrintED is managed by
  - The National Association of Printing Leadership
  - NPES The Association for Suppliers of Printing, Publishing and Converting Technologies
  - Graphic Arts Show Company
  - Graphic Arts Education and Research Foundation
  - Printing Industries of America/Graphic Arts Technical Foundation
  
2. A program has the opportunity to become accredited in
  - 6 areas
  - 10 areas
  - 8 areas
  - 7 areas
  - 9 areas
  
3. A program must be accredited in at least
  - 1 area
  - 2 areas
  - 3 areas
  - 4 areas
  - 5 areas
  
4. A program must be accredited in
  - Digital File Preparation
  - Binding & Finishing
  - Digital File Output
  - Introduction to Graphic Communications
  - Press Operations

5. The PrintED program is based upon
- Six skill standards
  - Five skill standards
  - Seven skill standards
  - Eight skill standards
  - Nine skill standards
6. Standards One, Two, Four, Five, and Six deal mostly with
- Instruction for each specialty area being accredited
  - Condition of facility
  - Administrative material and general information about the program
  - Employability knowledge and skills
  - Assessment information
7. Standard 3.2A deals with
- Curriculum for each specialty area being accredited
  - Condition of facility
  - Administrative material and general information
  - Employability knowledge and skills
  - Assessment information
8. GAERF mandates that PrintED programs use a curriculum that is
- Provided by GAERF
  - Provided by Printing Industries of America
  - Purchased from the Multistate Academic and Vocational Curriculum Consortium, Inc. (MAVCC) *Suggested*
  - Written by the instructor
  - None of the above
9. A program must complete the accreditation process within
- Eighteen months
  - Two years
  - Three years
  - Four years
  - Five years
10. A self-evaluation of the applicant's program should be conducted by the instructor and at least two members of the Advisory Committee
- Six months after the Facility Inspection
  - Twelve months after the Facility Inspection
  - Upon completion of the standards binders
  - Two months before the Final Evaluation
  - When the principal or supervisor of the program is available to participate

11. The final evaluation team is assembled by
- GAERF
  - Evaluation Team Leader
  - Instructor
  - Principal
  - Advisory Committee
12. The final evaluation team should include
- Local industry professionals
  - Administrators
  - Graduates of the program
  - Advisory Committee members
  - Past employees of the program
13. A program is accredited for
- One year
  - Two years
  - Three years
  - Four years
  - Five years
14. An annual status report is required to be submitted by
- Applicant programs
  - Accredited programs
  - Evaluation Team Leaders for each program that he/she is mentoring
  - All applicant and accredited programs
  - Principals in PrintED schools
15. If an accredited program wishes to become accredited in additional areas, if at a time other than a reaccreditation, the fee is
- \$500
  - \$600
  - \$1000
  - \$1200
  - \$1800
16. PrintED/SkillsUSA Skill Connect Assessments are administered by
- NOCTI
  - GAERF
  - SkillsUSA WorkForce Ready System
  - PrintED
  - None of the above

- 17. Schools can participate in PrintED/SkillsUSA Skill Connect Assessments
  - In December and June
  - In May and June
  - In April, May, and June
  - Anytime
  - In September and June
  
- 18. To be eligible to register for a PrintED/SkillsUSA Skill Connect Assessment, a student must
  - Be enrolled in a PrintED applicant school
  - Be enrolled in a PrintED accredited school
  - Pass a standardized performance test
  - Have attained at least a "C" average in the class
  - None of the above
  
- 19. The price for each examination is
  - \$25
  - \$30
  - \$10 PrintED/SkillsUSA member; \$20 non-member
  - \$35
  - \$15 PrintED/SkillsUSA member; \$30 non-member

Indicate if the following statements are TRUE or FALSE by placing a check in the appropriate box.

- 20. Instructors are required to maintain PrintED competency checklists for each enrolled student.  True  False
  
- 21. PrintED students are expected to master 90% of the PrintED competencies in any one accreditation area.  True  False
  
- 22. Students should be present at the facility inspection.  True  False
  
- 23. A self-evaluation provides the opportunity for a program's advisory committee to thoroughly review the PrintED program.  True  False
  
- 24. Before scheduling a final evaluation, the instructor should send the Administrative Standards Binder and one 3.2A Standards Binder to the Evaluation Team Leader for review.  True  False
  
- 25. At least one member of the program's advisory committee is required to be present at the final evaluation.  True  False

### Instructor

**Directions:** The instructor and at least two members of Riverside City College's Advisory Committee must conduct a self-evaluation of the program.

RIVERSIDE CITY COLLEGE  
School/Institution

4800 MAGNOLIA AVE.  
Address

RIVERSIDE CA 92506  
City State Zip

I. Review: Administrative Standards Binder

Use the Standards & Evaluation Guide to determine whether the appropriate documentation has been placed behind the tabs for Standards One, Two, Three (with the exception of 3.2A), Four, Five, and Six.

II. Review: Standard 3.2A Binder

Standard 3.2 A requires an intense review. Use the *Review Sheets* and *Standards & Evaluation Guides* provided to review each 3.2A Standard Binder - one for each potential accreditation area.

**3.2A**

An instructor must teach at least 80% of the competencies in an accreditation area. The instructor has indicated those competencies being taught by placing a check in the YES boxes on the enclosed *Review Sheet*. Using the *Review Sheet*, determine whether there is a lesson plan in existence to teach each of these competencies.

Be certain that each lesson plan is marked with the competency(s) taught by that lesson plan. Stickers may be used for this purpose.

**Introduction to Graphic Communications (IGC)**

**A. Industry Overview**

1. Define the role of graphics in the free enterprise system.

The lesson plan will be marked: IGC A1

\*NOTE: A lesson plan can teach multiple competencies. If so, identify ALL competencies that the lesson plan teaches.

If the minimum score is achieved on the *Review Sheet*, place a check in the 3.2A YES box provided in the *Standards & Evaluation Guide* and a check in the Documentation box.

If the minimum score is not achieved on the *Review Sheet*, place a check in the 3.2A NO box provided in the *Standards & Evaluation Guide* and **do not continue with the self-evaluation**. The self-evaluation will need to be rescheduled at a later date when the missing lesson plans have been created.

In your opinion, what are two strengths of this graphic communications program?

1. Good variety of options and exposure to many aspects of media production. Color & ink management (GCR).
2. \_\_\_\_\_

In your opinion, what is one weakness of this graphic communications program that could be improved upon?

1. Show more collateral material for item #11 (Digital File Prep).  
More exposure to variable data, & direct mail design.

Signatures

The completed evaluation is true and submitted as validation of my experience and dedication to the graphic communications/printing industry.

Instructor	<u>Rimmer</u>	<u>4/30/13</u>	
<u>Quad Graphics</u>		<u>4/30/13</u>	<u>lavinia1@earthlink.net</u>
Advisory Committee Member	<u>Crown Printers</u>	<u>4/30/13</u>	
<u>denny@cpwms.com</u>		<u>4/30/13</u>	

SEND:

- Four-page self-evaluation packet
- Completed *Standards & Evaluation Guides*
- Completed *Review Sheets* for each accreditation area
- Administrative Standards Binder containing Standards One, Two, Three (with the exception of 3.2A), Four, Five, and Six
- One 3.2A Standard Binder to:

TO:

Mr. Michael Stinnett  
 21800 Morley Avenue  
 Apartment #517  
 Dearborn, MI 48124

Evaluation Team Leader

Directions: Review the self-evaluation documents from Riverside City College. Use the Final Evaluation Rating Sheet provided to you via e-mail. Score the Administrative Standards Binder. Review Standard Binder 3.2A. Check each Review Sheet and the lesson plans to determine that a lesson plan is in place to teach at least 80% of the competencies in each potential accreditation area. Place the completed Final Evaluation Rating Sheet inside the binder. You will be using the Final Evaluation Rating Sheet to prepare for the final evaluation onsite visit. If it is determined that a program is deficient in any area, contact the instructor to provide advice for correcting the issue(s) to ensure that an onsite visit can be scheduled. Place a check in the appropriate box to indicate whether the program is prepared to schedule an onsite visit. Sign the document in the appropriate space and return only the Self-Evaluation Packet to GAERF. Return the binders to the instructor on the day of the final evaluation.

Riverside CC received the required minimum score on the following Standards: One, Two, Four, Five, and Six.

RCC received the required minimum score on each Review Sheet.

RCC has correctly completed a Standard Binder Three.

RCC is prepared to schedule an onsite visit.

is not prepared to schedule an onsite visit.

The following modifications must be implemented before an onsite visitation is scheduled:  
Note: Uses curriculum crosswalk to identify competencies, and it works.

Did I send you ID Form from Jean Roman?  
Everett Long.

Michael Stennell  
Evaluation Team Leader

5/19/2013  
Date

RETURN TO: Graphic Arts Education and Research Foundation  
1899 Preston White Drive  
Reston, VA 20191 Fax: (703) 620-3165

# GAERF

## GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION

February 15, 2013

Richard Finner  
Riverside City College  
4800 Magnolia Avenue  
Riverside, CA 92506

Dear Richard:

Michael Stinnett, PrintED Evaluation Team Leader (ETL), conducted an onsite facility inspection at Riverside City College on February 1, 2013. Your Instructor Data Form was scored and you meet the qualifications to be an approved PrintED instructor.

It is my pleasure to inform you Riverside City College was found to meet PrintED standards, and is approved to pursue accreditation in the following areas:

- Introduction to Graphic Communications
- Advertising and Design
- Binding and Finishing
- Digital File Preparation
- Digital File Output
- Digital Production Printing
- Offset Press Operations
- Advanced Offset Press Operations
- Advanced Digital File Preparation

Mr. Stinnett will continue to serve as a mentor throughout the accreditation process. It is recommended that you maintain monthly contact with your ETL.

When the Standard Binders have been completely assembled, the ETL will notify GAERF and you will be forwarded a *Self-Evaluation Packet*. At that time, the instructor and at least two members of the program's Advisory Committee will assess the program to determine that the program is incorporating PrintED competencies into the curriculum.

If at any time you have questions or concerns, do not hesitate to contact GAERF. Thank you for completing the Evaluation Team Leader survey.

Sincerely,



Eileen D. Cassidy  
GAERF Director

Enclosures: Facility, Equipment, and Safety Inspection Report (Documentation: Standard Two)  
Flow Chart  
Evaluation Team Leader Survey Form

Cc: Michael Stinnett, ETL  
Patricia Avila

1899 Preston White Drive • Reston, Virginia 20191-4367  
(703) 264-7200 • FAX: (703) 620-3165 • E-Mail: [gaerf@npes.org](mailto:gaerf@npes.org)  
Internet: <http://www.gaerf.org>



PrintED FACILITY, EQUIPMENT AND SAFETY INSPECTION REPORT

Facility Riverside City College  
Instructor Richard K. Wagner  
Evaluation Team Leader Michael S. Spalding  
Date 2/1/2013

Directions: Assess the applicant program by reviewing each question carefully. Place a check in the YES box if the program has met the requirement. Place a check in the NO box if the program has not met the requirement, and indicate in the comment section any changes that need to be made. If the question is not applicable because the lab does not contain print machinery, place a check in the NA (not applicable) box. In order for a program's facility to be approved, all responses must be affirmative or not applicable. A final evaluation may not be scheduled until all responses are affirmative or not applicable.

EQUIPMENT

Equipment and tools used in the graphic communications training program must be of the type and quality found in the graphic communications industry in order to provide training to meet the program goals and performance objectives.

Equipment Safety

A. Are all shields, guards and other safety devices in place, operable and used where required, regardless of the age of the equipment?

Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comment \_\_\_\_\_

B. Is safety and equipment instruction given prior to lab work?  Yes  No

Documentation: Copies of safety tests and copies of safety handouts

Comment \_\_\_\_\_

C. Are student safety tests administered in the following areas: hazardous material handling, MSDS and right-to-know?  Yes  No

Documentation: Copies of safety tests and copies of safety handouts in each of the three areas

Comment \_\_\_\_\_

Type and Quantity

- A. Are there sufficient tools and equipment available for instruction that reflect the types used in the printing industry?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

**FACILITY**

The physical facility must be adequate to permit achievement of the program goals and performance objectives.

Safety

- A. Are hazardous areas identified with signs?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

- B. Are fire extinguishers available that are appropriate to extinguish the types of fires that could break out in this lab, and do they have current-year inspection tags?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

- C. Is an appropriate electrical disconnect system available to shut down all press and bindery equipment in case of an emergency?  Yes  No  NA

*Documentation:* Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments USING CIRCUIT BREAKERS IN EACH ROOM

- D. Is lighting adequate for task performance and safety?  Yes  No

*Documentation:* Observable by Evaluation Team Leader

Comments \_\_\_\_\_

E. Is an eyewash system present and operable in the lab?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is non-applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

F. Are eye and ear protection available in the lab?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

G. Is a lockout/tagout safety program present?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments Electrical Department - Maintenance

Housekeeping

A. Are the classroom and lab areas clean and orderly?  Yes  No

Documentation: Observable by Evaluation Team Leader

Comments \_\_\_\_\_

B. Is the classroom/laboratory and its equipment organized to provide a systematic flow of production?  Yes  No

Documentation: Observable by Evaluation Team Leader

Comments \_\_\_\_\_

C. Are the production areas marked by signs?  Yes  No

Documentation: Observable by Evaluation Team Leader

Comments \_\_\_\_\_

Instructional Area

A. Is the physical lab and classroom area designed to allow movement and access throughout for physically impaired students?  Yes  No

Documentation: Observable by Evaluation Team Leader

Comments \_\_\_\_\_

B. Are multiple learning resources available and accessible for student use?  Yes  No

Documentation: Internet, multi-media resources, technical graphic communications magazines and reports

Comments \_\_\_\_\_

Storage

A. Is there a storage area available for flammable materials?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

B. Is a storage area provided for student work?  Yes  No

Documentation: Observable by Evaluation Team Leader, which can include electronically stored files.

Comments \_\_\_\_\_

Support Facilities

A. Are adequate clean-up facilities provided for students after instructional or work activities?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

Ventilation

A. Is an exhaust fume removal system or other method of ventilation operable, where needed, to make the area safe and comfortable?  Yes  No  NA

Documentation: Observable by Evaluation Team Leader. If this question is not applicable to the needs of this lab, check the NA box and continue to the next question.

Comments \_\_\_\_\_

B. Do heating and cooling systems provide sufficient comfort for learning?  Yes  No

Documentation: Observable by Evaluation Team Leader

Comments \_\_\_\_\_

**STANDARDS BINDERS**

*It is essential that the Evaluation Team Leader provide detailed instructions regarding the assembly of the standards binders. To ensure that the instructor has a clear understanding of the process, a sample binder should be used during the instructional session.*

*Inform the instructor that at least 80% of the competencies must be taught in each area that the program is seeking accreditation. Suggest that within the next few months the instructor identify which of the competencies he/she will be teaching by using the provided Review Sheets. Stress that the final evaluation will assess whether a lesson plan exists to teach each of those competencies.*

- A. Detailed instructions as to the correct assembly of the standards binders has been provided to the educator.  Yes  No
- B. A sample binder was used during the instructional session.  Yes  No
- C. A set of imprinted tabs to be inserted in the standards binders has been given to the instructor.  Yes  No
- D. The instructor was provided with a *Review Sheet* for each area of accreditation being pursued.  Yes  No
- E. The instructor is aware that each lesson plan in the standards binders must be numbered to indicate which competency(s) the lesson plan is teaching.  Yes  No

**RESULTS**

This program successfully passed the *Facility, Equipment and Safety Inspection Report*. ALL questions received a YES or a NA response.

This program did not pass the *Facility, Equipment and Safety Inspection Report* as not all questions received a YES or a NA response. The following modifications must be addressed before the Final Evaluation is scheduled:

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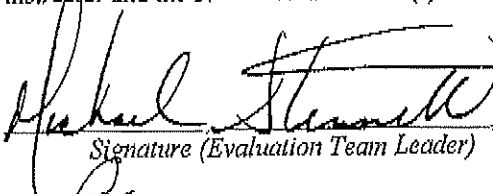
The Instructor Data Form(s) was scored, and the instructor(s) received a sufficient number of points to meet the qualifications to be approved as a PrintED instructor.  Yes  No

If the instructor did not receive a sufficient number of points to meet the qualifications to be approved as a PrintED instructor, recommendations were made as to how the instructor could meet the minimum requirements. The instructor and the school administrator(s) have been made aware that a final evaluation may not take place until the instructor has been approved.

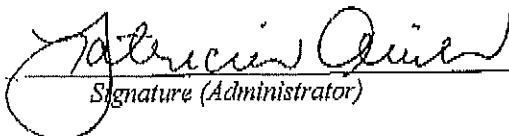
Yes  No

Comments : \_\_\_\_\_

The *Facility, Equipment, and Safety Inspection Report*, including all modifications that must be implemented prior to the scheduling of the Final Evaluation, has been discussed with the instructor and the school administrator(s).  Yes  No

  
\_\_\_\_\_  
Signature (Evaluation Team Leader) 2/1/2013  
Date

  
\_\_\_\_\_  
Signature (Instructor) 2/5/13  
Date

  
\_\_\_\_\_  
Signature (Administrator) 2/5/13  
Date

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME Richard Finnan DATE 2/1/2013  
 INSTITUTION Riverside City College

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	<u>150</u>
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	<u>50</u>
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>200</u>
		(50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. CRAFTSMEN CLUB, PRINTING INDUSTRIES OF AMERICA OR IGAEA TEACHERS CONFERENCE, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. <sup>6/24/08</sup> # OF CONTACT HOURS <u>24</u> X 5 POINTS		<u>120</u>
B. <sup>6/24/11</sup> # OF CONTACT HOURS <u>24</u> X 5 POINTS		<u>120</u>
C. <sup>6/24/12</sup> # OF CONTACT HOURS <u>16</u> X 5 POINTS		<u>80</u>
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
	<b>TOTAL</b>	<u>320</u> (100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

- 5 POINTS FOR A SCHOOL LEVEL AWARD
- 10 POINTS FOR A DISTRICT LEVEL AWARD
- 15 POINTS FOR A STATE LEVEL AWARD
- 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>5</u>
B.	<u>5</u>
<b>TOTAL</b>	<u>10</u>

**IV. TEACHING EXPERIENCE\***

- 15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS
- 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A. <i>RCC</i> # OF YEARS <u>18</u> X 15/5 POINTS # OF YEARS _____ X 9/3 POINTS		<u>270</u>
B. <i>OHS</i> # OF YEARS <u>4.5</u> X 15/5 POINTS # OF YEARS _____ X 9/3 POINTS		<u>67.5</u>
C. # OF YEARS <u>2</u> X 15/5 POINTS # OF YEARS _____ X 9/3 POINTS		<u>10</u>
<b>TOTAL</b>		<u>347.5</u> (15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

- 10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST 1/4 YR)

	POINTS	POINTS EARNED
A. # OF YEARS <u>21</u> X <u>10</u> POINTS		<u>210</u>
B. # OF YEARS _____ X _____ POINTS		_____
C. # OF YEARS _____ X _____ POINTS		_____
<b>TOTAL</b>		<u>210</u>



VI. **INDUSTRY-RELATED MEMBERSHIPS, e.g. PRINTING INDUSTRIES OF AMERICA, IGAEA, PRINTING INDUSTRIES OF AMERICA AFFILIATES, ETC. (CURRENT)\***

	POINTS	POINTS EARNED
<i>IGAIA</i> A. _____ X 5	POINTS	<u>5</u>
B. <i>PIA</i> _____ X 5	POINTS	<u>5</u>
C. <i>PIAEC</i> _____ X 5	POINTS	<u>5</u>
	<b>TOTAL</b>	<u>15</u> (5 POINT MINIMUM)

VII. **PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

A. **PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

	POINTS	POINTS EARNED
1. # OF YEARS <u>5</u> X 10/5 POINTS		<u>50</u>
2. # OF YEARS <u>5</u> X 10/5 POINTS		<u>50</u>
	<b>Total</b>	<u>100</u> (30 POINT MAXIMUM)

B. **SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

	POINTS	POINTS EARNED
1. # OF HOURS <u>5</u> X 10/5/3 POINTS		<u>50</u>
2. # OF HOURS <u>5</u> X 10/5/3 POINTS		<u>50</u>
	<b>TOTAL</b>	<u>100</u> (30 POINT MAXIMUM)

VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. <sup>Skills</sup> # OF HOURS _____ X 5/2 POINTS		<u>30</u>
B. # OF HOURS _____ X 5/2 POINTS		_____
C. # OF HOURS _____ X 5/2 POINTS		_____
	<b>TOTAL</b>	<u>30</u>
		(10 POINT MINIMUM; 30 POINT MAXIMUM)

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <u>Michael Stewart</u>	Date <u>2/1/2013</u>
Total Points Earned <u>4192.5</u> Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

RETURN TO: GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS: SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.**

NAME Joan Rovay DATE 2/10/2013  
 INSTITUTION Riverside CC

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	<u>150</u>
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	_____
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>150</u>
		(50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
<i>Photoshop workshop</i> A. # OF CONTACT HOURS <u>24</u> X 5 POINTS	_____	<u>120</u>
B. # OF CONTACT HOURS _____ X 5 POINTS	_____	_____
C. # OF CONTACT HOURS _____ X 5 POINTS	_____	_____
D. # OF CONTACT HOURS _____ X 5 POINTS	_____	_____
	<b>TOTAL</b>	<u>120</u>
		(100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

5 POINTS FOR A SCHOOL LEVEL AWARD  
 10 POINTS FOR A DISTRICT LEVEL AWARD  
 15 POINTS FOR A STATE LEVEL AWARD  
 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>10</u>
B.	<u>10</u>
TOTAL	<u>20</u>

**IV. TEACHING EXPERIENCE\***

15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS  
 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A.	# OF YEARS _____ X 15/5 POINTS # OF YEARS <u>5</u> X <u>9/3</u> POINTS	<u>45</u>
B.	# OF YEARS _____ X 15/5 POINTS # OF YEARS <u>1</u> X 9/3 POINTS	<u>9</u>
C.	# OF YEARS _____ X 15/5 POINTS # OF YEARS _____ X 9/3 POINTS	_____
TOTAL		<u>54</u> (15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST 1/2 YR)

	POINTS	POINTS EARNED
A.	# OF YEARS <u>21</u> X <u>10</u> POINTS	<u>210</u>
B.	# OF YEARS <u>8</u> X <u>5</u> POINTS	<u>40</u>
C.	# OF YEARS _____ X _____ POINTS	_____
TOTAL		<u>250</u>

**VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\***

	POINTS	POINTS EARNED
A. <u>N/A</u> x 5	POINTS	<u>5</u>
B. _____ x 5	POINTS	_____
C. _____ x 5	POINTS	_____
	<b>TOTAL</b>	<u>5</u> (5 POINT MINIMUM)

**VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

**A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

	POINTS	POINTS EARNED
1. # OF YEARS _____ x 10/5 POINTS		_____
2. # OF YEARS _____ x 10/5 POINTS		_____
	<b>Total</b>	<u>0</u> (30 POINT MAXIMUM)

**B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

	POINTS	POINTS EARNED
1. # OF HOURS _____ x 10/5/3 POINTS		_____
2. # OF HOURS _____ x 10/5/3 POINTS		_____
	<b>TOTAL</b>	<u>0</u> (30 POINT MAXIMUM)

VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS

2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. <i>Skills</i> # OF HOURS <u>6</u> x 5/2 POINTS		_____
B. # OF HOURS _____ x 5/2 POINTS		_____
C. # OF HOURS _____ x 5/2 POINTS		_____
	<b>TOTAL</b>	<u>30</u>
		(10 POINT MINIMUM; 30 POINT MAXIMUM)

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <u><i>Michael Stummitt</i></u>	Date <u><i>2/10/2012</i></u>
Total Points Earned <u><i>629</i></u> Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

RETURN TO: GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

**PrintED INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME Patrick Scullin DATE 10/18/2013  
 INSTITUTION Riverside City College, CA

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	<u>150</u>
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	_____
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>150</u>
		(50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. # OF CONTACT HOURS <u>20</u> X 5 POINTS		<u>100</u>
B. # OF CONTACT HOURS _____ X 5 POINTS		_____
C. # OF CONTACT HOURS _____ X 5 POINTS		_____
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
	<b>TOTAL</b>	<u>100</u>
		(100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

- 5 POINTS FOR A SCHOOL LEVEL AWARD
- 10 POINTS FOR A DISTRICT LEVEL AWARD
- 15 POINTS FOR A STATE LEVEL AWARD
- 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>20</u>
B.	<u>20</u>
<b>TOTAL</b>	<b><u>40</u></b>

**IV. TEACHING EXPERIENCE\***

- 15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS
- 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A.	# OF YEARS <u>3</u> X <del>15</del> 5 POINTS	<u>45</u>
	# OF YEARS <u>7</u> X <del>9</del> 3 POINTS	<u>63</u>
B.	# OF YEARS _____ X 15/5 POINTS	
	# OF YEARS <u>2</u> X <del>9</del> 3 POINTS	<u>6</u>
C.	# OF YEARS _____ X 15/5 POINTS	
	# OF YEARS _____ X 9/3 POINTS	
<b>TOTAL</b>		<b><u>114</u></b>
(15 POINT MINIMUM)		

**V. INDUSTRY EXPERIENCE**

- 10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST 1/2 YR)

	POINTS	POINTS EARNED
A.	# OF YEARS <u>3</u> X <u>10</u> POINTS	<u>30</u>
	<del>4</del> X <del>10</del> <del>6</del> X <del>5</del>	
B.	# OF YEARS _____ X _____ POINTS	<u>80</u>
C.	# OF YEARS <u>5</u> X <u>5</u> POINTS	<u>25</u>
<b>TOTAL</b>		<b><u>145</u></b>



VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\*

		POINTS	POINTS EARNED
PIA			
A.	_____ x 5	POINTS	<u>5</u>
SIB			
B.	_____ x 5	POINTS	<u>5</u>
C.	_____ x 5	POINTS	_____
		<b>TOTAL</b>	<u>10</u> (5 POINT MINIMUM)

VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)

A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

		POINTS	POINTS EARNED
1.	# OF YEARS _____ x 10/5	POINTS	<u>5</u>
2.	# OF YEARS _____ x 10/5	POINTS	_____
		<b>Total</b>	<u>5</u> (30 POINT MAXIMUM)

B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

		POINTS	POINTS EARNED
1.	# OF HOURS <u>2</u> x 10/5	POINTS	<u>6</u>
2.	# OF HOURS <u>2</u> x 10/5	POINTS	<u>6</u>
		<b>TOTAL</b>	<u>12</u> (30 POINT MAXIMUM)

VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. <i>Skills</i> # OF HOURS _____ X 5/2 POINTS		_____
B. # OF HOURS _____ X 5/2 POINTS		_____
C. # OF HOURS _____ X 5/2 POINTS		_____
	<b>TOTAL</b>	<b><u>30</u></b>
		(10 POINT MINIMUM; 30 POINT MAXIMUM)

TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

Reviewed by <i>Michael Stivner</i>	Date <i>10/18/2013</i>
Total Points Earned <u>606</u> Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

RETURN TO: GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

**Printed INSTRUCTOR INFORMATION  
SCORING SHEET**

**DIRECTIONS:** SCORE EACH SECTION. TAKE NOTE THAT SOME SECTIONS MUST BE COMPLETED AND SOME SECTIONS HAVE BEEN ASSIGNED MINIMUM/MAXIMUM POINT VALUES. TO BE APPROVED, AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

NAME Everett Long DATE 2/10/2013  
 INSTITUTION Riverside CC

**I. EDUCATION\***

COUNT ONLY THE HIGHEST DEGREE EARNED; ADD POINTS FOR TEACHING CERTIFICATE AND UNEARNED UNDERGRADUATE OR GRADUATE DEGREES

	POINTS	POINTS EARNED
Credit hours for unearned undergraduate degree (1 point per credit hour with a maximum of 40)	_____	_____
Technical Institute or Junior College Certificate	50	_____
Associate Degree	50	_____
Bachelor Degree	100	_____
Master Degree	150	_____
Doctorate	200	_____
Certified Teaching Certificate (issued by the state) MUST provide a current copy	50	<u>50</u>
Credit hours for unearned graduate degrees (1 point per credit hour with a maximum of 40)	_____	_____
	<b>TOTAL</b>	<u>50</u> (50 POINT MINIMUM)

**II. CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT\***

COUNT ONLY EDUCATIONAL PROGRAMS, SKILL UPDATES, AND COURSES OR CERTIFICATIONS (e.g. Adobe) RELATED TO GRAPHICS/PRINTING SPONSORED BY THE STATE/COUNTY OR RELATED PROFESSIONAL ORGANIZATIONS, I.E. LITHO CLUB, CRAFTSMEN CLUB, GUTENBERG FESTIVAL SEMINAR, ETC. WITHIN THE PAST 5 YEARS.

	POINTS	POINTS EARNED
A. <sup>2 1/2 hr workshop</sup> # OF CONTACT HOURS <u>30</u> X 5 POINTS		<u>150</u>
B. # OF CONTACT HOURS _____ X 5 POINTS		_____
C. # OF CONTACT HOURS _____ X 5 POINTS		_____
D. # OF CONTACT HOURS _____ X 5 POINTS		_____
	<b>TOTAL</b>	<u>150</u> (100 POINT MINIMUM)

\*REQUIRED

**III. ACHIEVEMENTS IN EDUCATION (AWARDS ACHIEVED BY INSTRUCTOR WITHIN THE PAST FIVE YEARS)**

- 5 POINTS FOR A SCHOOL LEVEL AWARD
- 10 POINTS FOR A DISTRICT LEVEL AWARD
- 15 POINTS FOR A STATE LEVEL AWARD
- 20 POINTS FOR A NATIONAL LEVEL AWARD

	POINTS EARNED
A.	<u>15</u>
B.	—
<b>TOTAL</b>	<u>15</u>

**IV. TEACHING EXPERIENCE\***

- 15 POINTS PER YEAR FOR FULL TIME TEACHING PRINTING/GRAPHIC ARTS; 5 POINTS PER YEAR FOR FULL TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS
- 9 POINTS PER YEAR FOR PART TIME TEACHING PRINTING/GRAPHIC ARTS; 3 POINTS PER YEAR FOR PART TIME TEACHING ACADEMIC SUBJECTS OTHER THAN PRINTING/GRAPHIC ARTS

	POINTS	POINTS EARNED
A.	# OF YEARS _____ X 15/5 POINTS	
	# OF YEARS <u>12</u> X <del>10</del> POINTS	<u>108</u>
B.	# OF YEARS _____ X 15/5 POINTS	—
	# OF YEARS _____ X 9/3 POINTS	—
C.	# OF YEARS _____ X 15/5 POINTS	—
	# OF YEARS _____ X 9/3 POINTS	—
<b>TOTAL</b>		<u>108</u> (15 POINT MINIMUM)

**V. INDUSTRY EXPERIENCE**

- 10 POINTS PER YEAR FOR FULL TIME; 5 POINTS PER YEAR FOR HALF TIME (ROUND YEARS TO CLOSEST 1/2 YR)

	POINTS	POINTS EARNED
A.	# OF YEARS <u>20</u> X <u>10</u> POINTS	<u>200</u>
B.	# OF YEARS _____ X _____ POINTS	—
C.	# OF YEARS _____ X _____ POINTS	—
<b>TOTAL</b>		<u>200</u>

**VI. INDUSTRY-RELATED MEMBERSHIPS, e.g. PIA, IGAEA, GATF (CURRENT)\***

		POINTS	POINTS EARNED
A.	<u>PIA</u> x 5	POINTS	<u>5</u>
B.	_____ x 5	POINTS	_____
C.	_____ x 5	POINTS	_____
		<b>TOTAL</b>	<u>5</u> (5 POINT MINIMUM)

**VII. PARTICIPATION IN GRAPHIC INDUSTRY-RELATED ORGANIZATIONS (WITHIN THE PAST 5 YEARS)**

**A. PARTICIPATION ON COMMITTEES, TASK FORCES, OR SPECIAL PROJECTS**  
 10 POINTS PER YEAR/COMMITTEE CHAIRPERSON OR OFFICER  
 5 POINTS PER YEAR/COMMITTEE MEMBER

		POINTS	POINTS EARNED
1.	# OF YEARS _____ X 10/5	POINTS	_____
2.	# OF YEARS _____ X 10/5	POINTS	_____
		<b>Total</b>	<u>0</u> (30 POINT MAXIMUM)

**B. SERVICE AS AN INSTRUCTOR, PRESENTER, ORGANIZER OR PANEL MEMBER FOR SEMINARS OR OTHER SPECIAL EVENTS (WITHIN THE PAST 5 YEARS)**  
 10 POINTS PER HOUR ORGANIZING SEMINARS OR SPECIAL EVENTS  
 5 POINTS PER HOUR INSTRUCTING OR PRESENTING  
 3 POINTS PER HOUR SERVING AS A PANEL MEMBER

		POINTS	POINTS EARNED
1.	# OF HOURS _____ X 10/5/3	POINTS	_____
2.	# OF HOURS _____ X 10/5/3	POINTS	_____
		<b>TOTAL</b>	<u>0</u> (30 POINT MAXIMUM)

VIII. CAREER DEVELOPMENT ACTIVITIES, e.g. SKILLSUSA-VICA OR CAREER FAIRS, TRADE SHOWS OR TECHNICAL UPDATE (WITHIN THE PAST 5 YEARS)\*

5 POINTS PER HOUR FOR ORGANIZING EVENTS  
2 POINTS PER HOUR FOR PARTICIPATING IN EVENTS

	POINTS	POINTS EARNED
A. # OF HOURS <u>SKILLS</u> X 5/2 POINTS		___
B. # OF HOURS ___ X 5/2 POINTS		___
C. # OF HOURS ___ X 5/2 POINTS		___
	TOTAL	<u>30</u>
		(10 POINT MINIMUM; 30 POINT MAXIMUM)

TO BE APPROVED AN INSTRUCTOR MUST ACHIEVE A TOTAL SCORE OF 400 POINTS.

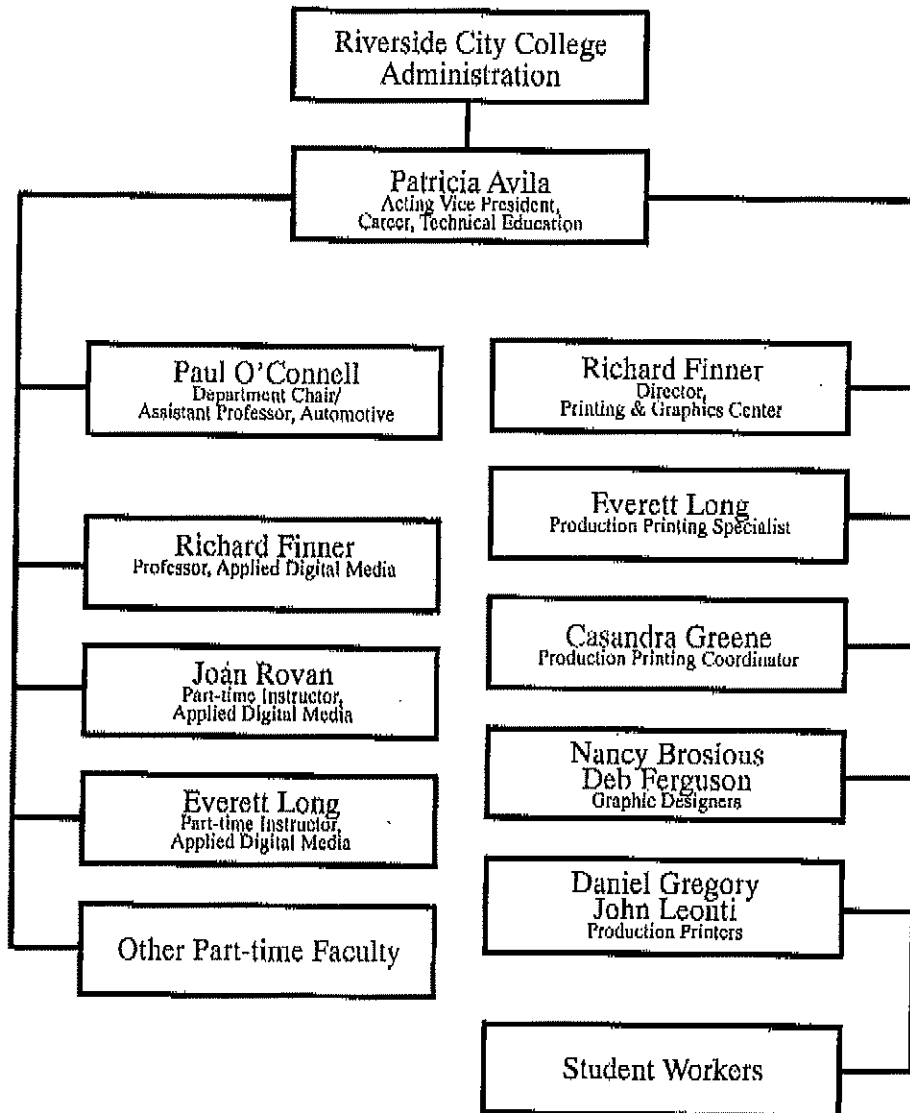
Reviewed by <u>Michael Stennett</u>	Date <u>2/10/2013</u>
Total Points Earned <u>578</u> Recommended for Approval <input checked="" type="checkbox"/> Not Recommended for Approval <input type="checkbox"/>	
Comments: _____	
_____	
_____	
_____	

RETURN TO: GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATION  
1899 PRESTON WHITE DRIVE  
RESTON, VA 20191

## Organizational Chart

**Applied Digital Media & Printing**  
(Instructional Component)

**RCCD Printing & Graphics Center**  
(District In-Plant Production Component)



The **Applied Digital Media & Printing** program is a component of Riverside City College (RCC) of the Riverside Community College District (RCCD). Approximately 200 students are served by one full-time and eight part-time faculty. Equipment is shared with the RCCD Printing & Graphics Center, the District in-plant printing facility.

The **RCCD Printing & Graphics Center (P&GC)** is a component of the Riverside Community College District (RCCD) and serves as the District in-plant printing facility. There are six full-time staff members, two part-time student workers and a 30% release time faculty member serving as the director. The director is the coordinator between the instructional component and the in-plant operation. The P&GC designs and produces nearly all printed products for the three-college district. The in-plant also serves as the lab for students, which provides them a "live" environment from which to learn.

## PrintED APPLICATION

Place a check in the appropriate box:

- APPLICATION  
 REACCREDITATION APPLICATION

Date of Application 10/18/2012

School/Institution Riverside City College

Address 4800 Magnolia Avenue

City Riverside State CA Zip 92506

Phone 951 222-8583 Fax 951 222-8734

Email rich.finner@rcc.edu

Program Director/Principal Patricia Avila, Dean, Career-Technical Education

Address 4800 Magnolia Avenue

City Riverside State CA Zip 92506

Phone 951 222-8725 Fax 951 222-8623

Email patricia.avila@rcc.edu

- Type of Program
- High School (Comprehensive-Public)
  - High School (Career Center or Career & Technical Center)
  - High School (Private)
  - Technical College
  - Community College
  - Correctional Facility
  - Other \_\_\_\_\_

Number of Students in the Program 150

Program Title Applied Digital Media & Printing

### AREAS OF ACCREDITATION

A program may be accredited in up to eight instructional areas. A program must receive accreditation in at least two instructional areas, one of which must be *Introduction to Graphic Communications*. It is required that a program be accredited in a basic instructional area before being accredited in the advanced instructional area.

- Introduction to Graphic Communications \*
- Advertising & Design
- Binding & Finishing
- Digital File Output
- Digital File Preparation
- Digital Production Printing
- Offset Press Operations
- Screen Printing
- Advanced Offset Press Operations
- Advanced Digital File Preparation



**INSTRUCTOR INFORMATION**

Name Richard Finner Title Professor, Applied Digital Media & Printing

Lead Instructor       Instructor

School/Institution Riverside City College

Address 4800 Magnolia Avenue

City Riverside State CA Zip 92506

Phone 951 222-8583 Fax 951 222-8734

Email rich.finner@rcc.edu

Summer Address 12982 Renato Court

City Chino State CA Zip 91710

Phone 909 628-3521 Email rich.finner@rcc.edu

**ADDITIONAL INSTRUCTOR INFORMATION**

Name Everett Long Title Instructor

Lead Instructor       Instructor

School/Institution Riverside City College

Address 4800 Magnolia Avenue

City Riverside State CA Zip 92506

Phone 951 222-8584 Fax 951 222-8734

Email everett.long@rcc.edu

Summer Address 5925 Havilland Lane

City Riverside State CA Zip 92504

Phone 951 222-8584 Email everett.long@rcc.edu

**PAYMENT INFORMATION**

**PURCHASE ORDER**

If payment of \$1800 is by purchase order, make the purchase order payable to GAERF and return the Application and Purchase Order to:

Graphic Arts Education and Research Foundation  
1899 Preston White Drive  
Reston, VA 20191-5468

**CREDIT CARD PAYMENT**

If payment of \$1800 is by credit card, complete the information below and return the Application and Payment Information to:

Graphic Arts Education and Research Foundation  
1899 Preston White Drive  
Reston, VA 20191-5468

Charge:  AmEX  Carte Blanche  Diners Club  Discover  
 MasterCard  Visa

\_\_\_\_\_  
*Name on Credit Card*

\_\_\_\_\_  
*Credit Card Number*

\_\_\_\_\_  
*Expiration Date*

\_\_\_\_\_  
*Card Verification Number*

\_\_\_\_\_  
*Signature of Cardholder (required for charges)*

\_\_\_\_\_  
*Amount*

**CHECK PAYMENT**

If payment of \$1800 is by check, return the Application to:

Graphic Arts Education and Research Foundation  
1899 Preston White Drive  
Reston, VA 20191-5468

Make the \$1800 check payable to GAERF and return Check and Payment Information to:

Graphic Arts Education and Research Foundation  
PO Box 79854  
Baltimore, MD 21279-0854

Riverside City College

*School*

4800 Magnolia Avenue

*Address*

Riverside

*City*

Check mailed  
to the address  
listed

SIGNATURES

*Esther Deil*

Director/Principal

10/18/2012

Date

*K. Finnie*

Instructor

10/18/2012

Date

*PrintED accreditation and reaccreditation fees are nonrefundable after ninety days. Prior to the ninety day deadline, the accreditation or reaccreditation fee is refundable if a written request is submitted to GAERF by the program's supervisor. All returns are subject to a nonrefundable 15% administrative fee. In addition, any PrintED materials sent to the instructor must be returned to GAERF prior to processing the refund request.*

**RIVERSIDE COMMUNITY COLLEGE**

**Warrant No. 14-3770**

**VENDOR NUMBER: 42632**

**VENDOR NAME: GRAPHIC ARTS EDUCATION AND RESEARCH FOUNDATI**

Reference	Invoice/Credit Number	Invoice Date	Payment/Credit Amount	Discount Taken	Comments
P0035504	2012	11/09/2012	1,800.00	0.00	

**Warrant Total: \$1,800.00**

**Date Issued: 11/09/2012**

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▼ REMOVE DOCUMENT ALONG THIS PERFORATION ▼

**RIVERSIDE COUNTY TREASURER**  
of Riverside, California  
School Commercial Warrant Account

Union Bank  
Government Services Division  
San Francisco, CA

11-49  
1210

**Warrant No.**  
**14-377066**

BY ORDER OF THE  
GOVERNING BOARD OF: **Riverside Community College**

**Pay: ONE THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS \*\*\*\*\***

**\$\*\*1,800.00\*\***

To the Order of:  
**GAERF**  
1899 PRESTON WHITE DR  
RESTON VA 20191

VOID 185 DAYS FROM

Date Issued:  
11/09/2012

Vendor: 42632



**County Superintendent of Schools**

DOCUMENT CONTAINS GREEN PANTOGRAPH & MICROPRINTING. BACK HAS A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

⑈ 14377066⑈ ⑆ 121000497⑆ 2740018348⑈