



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 31, 2007

Dr. William Scroggins
Superintendent/President
College of the Sequoias
915 South Mooney Boulevard
Visalia, CA 93277

Dear President Scroggins:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 10-12, 2007, reviewed the institutional self study report and the report of the evaluation team which visited College of the Sequoias on Tuesday, October 17-Thursday, October 19, 2006. The Commission acted to issue a **Warning** and to ask that College of the Sequoias correct the deficiencies noted. The college is required to complete a Progress Report by **October 15, 2007**. That report will be followed by a visit of Commission representatives.

A warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's eligibility criteria, standards of accreditation, or policy to an extent that raises a concern regarding the ability of the institution to meet accreditation standards. The accredited status of the institution continues during the warning period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the warning are removed.

I also wish to inform you that under U.S. Department of Education regulations, institutions on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation.

The Progress Report of **October 15, 2007** should focus on the institution's resolution of the recommendations noted below with special emphasis on Recommendation 1 which will be necessary for the college to achieve in order to accomplish the remaining recommendations:

Recommendation 1: Improving Institutional Effectiveness

The team strongly recommends that the college establish a positive campus climate through an inclusive dialogue that embodies a culture of respect, civility, and trust to improve institutional decision-making, planning, and effectiveness. (Standard IB.1; Standard IIIA.1d, IIIA.4c; and Standard IVA.2, IVA.2a, IVA.2b, IVA.3, and IVA.5)

Recommendation 2: Institutional Decision Making and Planning

The team recommends that the college engage all campus constituent groups in an institutional decision-making and planning process, which is linked and central to the college mission. The process should be an ongoing, effective, and systematic cycle of evaluation, integrated planning, resource allocation, research, and re-evaluation. This cycle should include such processes as curricular development, program review, and assessment and allocation of technological, physical, financial, and human resources. (Standard IA.4, IB.3, IB.4, IB.6, IB.7; Standard IIA.1, IIA.2, IIB.3, IIB.4, IIC.2; Standard IIIA.6, IIIB.2, IIIC.2, IIID.1, IIID.2g, IIID.3)

Recommendation 3: Student Learning Outcomes

The team recommends that the college develop, review, and measure student learning outcomes in all of its courses, programs degrees/certificates, the general education pattern, and institution-wide practices (Standard IB.1, Standard IIA.1c, IIA.2a, IIA.2b, IIA.2e, IIA.2f, IIA.2g, IIA.2h, IIA.2i, IIA.3, IIA.6a, IIB.1, IIB.4, IIC.1a, IIC.2; Standard IIIA.1b, IIIA.1c; and Standard IVA.1, IVA.2b, IVB.1b)

Recommendation 5: Access and Diversity

The team recommends that the College focus on the needs of its diverse populations both on-campus and in the community, including new students, non-traditional populations, and persons of limited English ability. The College must pay particular attention in all of its learning environments to the needs of persons with disabilities, including access to facilities, services, instructional materials, and print and electronic media. The College should ensure that its public representations are universally accessible. (Standard IA.1, Standard A.1a; Standard IIA.1b, IIA.2d, IIA.6c, IIB.3a, IIB.3b; Standard IIIA.4a, IIIA.4b)

Recommendation 6: Polices and Procedures

The team recommends that the College develop a process by which all policies are regularly reviewed and updated to meet Accreditation Standards, including, but not limited to:

- Tenure Review
- Hiring & Evaluation processes (management, classified, and faculty)
- Employee Professional Ethics
- Board policy concerning Ethics Policy violation
- Boardmanship Training & Development
- Accommodations for students and staff
- Academic Honesty Policy

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(Standard IB.1; Standard IIIA.1d, IIIA.4, IIIA.4c; Standard IVA.2, IVA.2a, IVA.2b, IVA.3, IVA.5. IVB.1f)

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires you to give the team report and this letter dissemination to your college staff and to those who were signatories of your college self study report. This group should include campus leadership and the Board of Trustees. The Commission also requires that the team report and the self study report be made available to students and the public. Placing copies in the college library can accomplish this. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff.

The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the college is expected to use the report to improve the educational programs and services of the institution.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. College of the Sequoias should submit the Midterm Report by **October 15, 2009**. Midterm Reports indicate progress toward meeting the evaluation team's recommendations and forecast where the college expects to be by the time of the next comprehensive evaluation. The report also includes a summary of progress on college-identified plans for improvement as expressed in the self study.

The college conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing development of College of the Sequoias. The next comprehensive evaluation of the college will occur during Fall 2012.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

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On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Beno".

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Mr. Dale E. Norton, Accreditation Liaison Officer
Board President, College of the Sequoias
Dr. Robert Harris, Team Chair
Evaluation Team Members
Ms. Linda Henderson, U.S. DOE

Enclosure

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

PREPARATION OF A PROGRESS REPORT WITH A VISIT

A **Progress Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Progress Report requires that the institution provide information, evidence, and analysis regarding the resolution of the issues to which it was directed by the Commission's Action Letter. The institution's report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

Visits accompanying Progress Reports are normally one-day visits by a team of two members, typically the chair of the comprehensive evaluation team familiar with the issues confronting the institution and a member of the Commission or Commission staff. The team is appointed by the Commission and reviewed by the institution in order to avoid potential conflicts of interest. *

The purposes of the team conducting this visit are to:

- ◆ verify the accuracy and relevance of the report submitted by the college in response to the specific action of the Commission
- ◆ determine the extent to which the institution now meets the Commission standards cited in the recommendations
- ◆ report findings and recommendations to the Commission

Progress Report Format

The following format for the report should be used:

1. Cover Sheet
Include the date of submission, the name and address of the institution, and a notation that this is a Progress Report.
2. Table of Contents
3. Statement on Report Preparation
The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. Response to Team Recommendations and the Commission Action Letter
Each recommendation identified by the Commission in its action letter should be identified and discussed. The report should describe the resolution of each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. The Progress Report must be reviewed by the Governing Board prior to its submission

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The institution is required to send **three copies** of its report to the Commission **plus an electronic version**. The hard copies of the report should be sent to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949. The electronic version of the report should be transmitted to accjc@accjc.org.

A copy should also be sent to each team member listed on the team roster who will visit the institution. The date of the visit is listed on the team roster.

* Policy on the Rights and Responsibilities of ACCJC and Member Institutions in the Accrediting Process. (Adopted January 2005) *Accrediting Reference Handbook*