



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

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Associate Vice President
NORVAL WELLSFRY

September 21, 2012

Dr. Tod Burnett
President
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear President Burnett:

At the meeting of January 10-12, 2012, the Accrediting Commission for Community and Junior Colleges took action with regard to Saddleback College, which included a Follow-Up Report and visit. This letter will confirm that the visit will take place **Friday, November 9, 2012**. Please send copies of the institutional Follow-Up Report to the team.

The team roster is attached. Should any member of this team represent a conflict of interest or otherwise warrant attention, please contact me promptly. The team will devote its attentions primarily to the matters that are identified in the Action Letter (attached) and to which the report is directed. You will be hearing from the team chair to discuss the visit and take care of any logistical matters that might be involved.

Upon completion of the visit, the Team Chair will prepare a short report which will be presented to the Commission at its meeting in January 9-11, 2013. Soon after the meeting the College will be informed of the action taken by the Commission. I must remind you that after the visit the College will be billed for the visit itself (direct costs plus fifteen percent for office overhead).

Thank you for all of your work in support of accreditation processes. Quality assurance, institutional effectiveness and ongoing improvement can only result with the kind of special efforts that you and Saddleback College are making.

Sincerely,

Vice President

GJP/tl

cc: Dr. Don Busche, Accreditation Liaison Officer

Enclosure: Action Letter, Team Roster



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February 1, 2012

Dr. Tod A. Burnett
President
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear President Burnett:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Follow-Up Report submitted by the College and the report of the evaluation team which visited Thursday, November 3, 2011. The Commission took action to **remove Warning and reaffirm accreditation** with the requirement that the College complete a Follow-Up Report. The report will be followed by a visit of Commission representatives.¹

The Commission requires that the Follow-Up Report be submitted by **October 15, 2012**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

District Recommendation 1: The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4).

District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.a.1., I.B., and III.D.1. III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c).

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication *Guidelines for the Preparation of Reports to the Commission*. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).

Dr. Tod A. Burnett
Saddleback College
February 1, 2012
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District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision-making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.e., IV.B.3.f.).

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. Saddleback College must correct the deficiencies by **October 2012** or the Commission will be compelled to act.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your College staff and to those who were signatories of your report. This group should include the Chancellor, campus leadership, and the Board of Trustees.

The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution's website. The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

Commission Reminder: The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds Irvine Valley College that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, II.C.2, and III.A.1.c).

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

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Mr. Gary Poertner, Chancellor, South Orange County Community College District
Dr. Don Busche, Accreditation Liaison Officer
Board President, South Orange County Community College District
Dr. Joan Smith, Team Chair

September 21, 2012

Saddleback College
Follow-Up Report and Visit
Friday, November 9, 2012

You are reminded to send the Follow-Up Report to each team member prior to the visit in addition to one electronic copy and three hard copies of the Follow-Up Report to the Commission office.

Dr. Joan Smith (Chair)
Chancellor
Yosemite Community College District
2201 Blue Gum Avenue
Modesto CA 95358
E-Mail: smithj@yosemite.edu
Telephone: 209-575-6508
FAX: 209-575-6565

Mr. Nick Stavrianoudakis
Director of External Affairs
Yosemite Community College District
2201 Blue Gum Avenue
Modesto CA 95352
E-Mail: stavrianoudakisn@yosemite.edu
Telephone: 209-575-6959
FAX: 209-575-6592
