



**ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES**  
*Western Association of Schools and Colleges*

Barbara A. Beno, President  
Susan S. Kazama, Chair

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DATE: June 24, 2016

MEMO TO: Dr. Byron Clift Breland, President, San Jose City College

FROM: G. Jack Pond, Vice President  
Accrediting Commission for Community and Junior Colleges

SUBJECT: Lodging and Meal Charges during Accreditation Visits

ACCJC is charged with ensuring the costs of external evaluation visits are reasonable and appropriate for payment by the member institutions being evaluated. This can only be accomplished by having all expenses reviewed by the ACCJC before they are forwarded to the institution for payment. Therefore, for the last few years, it has been the practice that ACCJC requires team members cover their own travel and lodging costs associated with a team visit and seek reimbursement from ACCJC. Once the expenditures have been reviewed by staff, and reimbursements have been made, the college will receive an invoice from this office.

ACCJC's financial records are regularly reviewed during our audit processes. Cost of visits, reimbursement to team members, review of receipts, and costs charged back to institutions are carefully monitored. Furthermore, this information is required in application for Council of Higher Education Accreditation (CHEA) and United States Department of Education recognition. To have a mix of colleges that pay for lodging and meals and others that do not creates an unclear and confusing depiction of the accreditation process.

Nevertheless, there is an important way in which an institution can help reduce overall costs: If the institution has a special rate arrangement with a hotel facility, it can avail itself of that rate while requiring that the charges be directly paid by each team member on check-out. When there exists a good relationship between the hotel and the institution, the hotel will be able to allow a preferred rate even if the charges must be paid by the room guests.

Thank you for agreeing to adhere to this process.

cc: Dr. Duncan Graham, Accreditation Liaison Officer

**San Jose City College**  
**External Evaluation Visit Team Roster**  
**Monday, October 10-Thursday, October 13, 2016**

The institution will send to each member of the external evaluation team **60 days** before the visit, one electronic copy on USB Flash Drive of the Institutional Self Evaluation Report with evidence, a current catalog, and the most recent class schedule. The institution will send one hard copy of the Institutional Self Evaluation Report and an electronic copy in Word on USB Flash Drive, with evidence, to the ACCJC office. All evidence submitted must be in electronic format. If the institution still prints the catalog and class schedule, one copy of each should be sent to ACCJC. If these are no longer in print format, then only the electronic format is required. Colleges may be asked to provide additional hard copies to accommodate special needs.

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San Jose City College  
Monday, October 10-Thursday, October 13, 2016

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