



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

2016 JUN 31 AM 8:53

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

June 24, 2016

Dr. Byron Clift Breland, President
San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

Dear President Clift Breland:

The final complete team membership list for the external evaluation visit to San Jose City College, scheduled for Monday, October 10-Thursday, October 13, 2016 is enclosed. If you identify any conflict of interest or other concerns about the team composition, please let me know as soon as possible.

The Team Chair will contact you to make arrangements for the visit, plan a tentative schedule, and make room reservations for the team. Since the Team Chair will meet with the team in the afternoon and evening preceding the visit, the College is encouraged not to schedule any event to interfere with this preliminary meeting.

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.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Jack Pond", is written over the word "Sincerely,".

Mr. G. Jack Pond
Vice President

GJP/tl

cc: Dr. Duncan Graham, Accreditation Liaison Officer

Enclosure