



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

Barbara A. Beno, President  
Raúl Rodríguez, Chair

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

FROM: Barbara A. Beno *Barbara A. Beno*

DATE: December 1, 2016

SUBJECT: Enclosed Report of the External Evaluation Team

Previously, the chairperson of the External Evaluation Team (Evaluation Team) that recently visited San Jose City College sent you a draft External Evaluation Report (Report) affording you the opportunity to correct errors of fact. The team chair has now sent the Report to the Commission, and it is enclosed. You should consider the Report to be confidential and not distribute it until the Commission has finalized it and notified you of such in its action letter. Thereafter you will be asked to distribute it to your college constituencies.

- If you believe that the Report in its current form contains inaccuracies, you are invited to call them to the attention of the Commission. To do so, please submit a letter stating recommended corrections to the ACCJC President by end of day **Friday, December 9, 2016**, in order for it to be included in Commission materials. The letter should be sent electronically in Word or PDF to [accjc@accjc.org](mailto:accjc@accjc.org).
- If you wish to submit additional material on issues of substance and pertaining to any Accreditation Standard deficiencies noted in the Report, please submit any material to arrive at the ACCJC office by end of day **Friday, December 9, 2016**. Please keep in mind the Commission cannot read and absorb large amounts of material on short notice.
- ACCJC policy provides that, if desired, the Chief Executive Officer (CEO) may request to appear before the Commission in closed session to discuss the Report. While appearing before the Commission is entirely at the discretion of the CEO, for scheduling purposes, please notify the Commission office **within five days of the receipt of this letter** of your intent whether to appear before the Commission. Please note that the Commission will not consider the institution as being indifferent to the outcome if its CEO does not choose to appear before the Commission.

If you do request to be heard at the Commission meeting, the Chairperson of the Evaluation Team will also be asked to be present, typically by conference call, to hear your comments and to answer questions the Commissioners may have. After hearing from you and the Team Chair, the Commission will deliberate in private.

Dr. Byron Clift Breland  
San Jose City College  
December 1, 2016  
Page Two

The next meeting of the Accrediting Commission will be held on **January 11-13, 2017** at the Sheraton Grand Hotel, Sacramento, California. The enclosure, "Procedures for an Institutional Chief Executive Officer's Appearance before the Commission," addresses the protocol of such appearances.

Please call if you have any questions or need assistance.

BAB/tl

cc: Dr. Duncan Graham, Accreditation Liaison Officer (w/o enclosure)

Enclosure



# ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES

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## Procedures for an Institutional Chief Executive Officer's Appearance before the Commission<sup>1</sup>

When the Commission is deliberating or acting upon matters that concern an institution, the Chief Executive Officer (CEO) of the institution is invited to appear before the Commission in Closed Session. The Commission welcomes the input of the CEO in matters of substance and any Accreditation Standards referenced in the evaluation team report. There is no requirement that the CEO appear before the Commission. If the CEO elects to attend the meeting, the Commission will also invite the Chair of the Evaluation Team (Team Chair) to attend.

An institution will send written notification to the ACCJC office if the CEO wishes to attend. Please note that the evaluation of the institution is based upon the conditions at the institution at the time of the team visit.

At the meeting, the institutional CEO will be invited to make a brief presentation, followed by questions from the Commission. The CEO is expected to be the presenter, and should inform Commission staff if there are plans to invite other representatives to join the CEO. At the appropriate time, ACCJC staff will invite the CEO (and additional representatives) from the designated waiting area to the meeting. An institution's presentation should not exceed five (5) minutes.

The Team Chair will also attend the presentation, normally by conference call. The Commissioners may ask questions of the Team Chair after college representatives have exited. Following the discussion with the Team Chair, the Commission will continue its deliberations in closed session.

The CEO will be notified in writing of the subsequent action taken by the Commission.

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<sup>1</sup> Policies that are relevant to this process are the *Policy on Access to Commission Meetings*, *Policy on Commission Actions on Institutions*, *Policy on Commission Good Practice in Relations with Member Institutions*, and *Policy on the Rights and Responsibilities of ACCJC and Member Institutions*.



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December 1, 2016

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

Dear President Clift Breland:

As part of the Commission's assessment of the accreditation process, we ask the Chief Executive Officer of each institution that has undergone an External Evaluation Visit to report on the visit's effectiveness. In order for the Accrediting Commission for Community and Junior Colleges to continue to improve accreditation processes, please submit the enclosed form for Institutional Appraisal of the External Evaluation Visit.

In completing your evaluation, you should seek the perceptions of those who were instrumental in the preparation of the Institutional Self Evaluation Report. In particular, input from trustee, student, faculty, staff, and administrative leaders is important.

The Commission looks forward to receiving your evaluation of recent accreditation activities on your campus.

Sincerely,

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

Barbara A. Beno, Ph.D.

BAB/tl

Enclosure

# Institutional Appraisal of the External Evaluation Visit Form

The ACCJC appreciates your appraisal of the recent External Evaluation Visit.

Institution: \_\_\_\_\_ Dates of Visit: \_\_\_\_\_

1 = Strongly Disagree    2 = Disagree    3 = Neutral    4 = Agree    5 = Strongly Agree

Please rate the visit on the extent to which

Circle One

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The composition of the team was appropriate for the structure and mission of your institution.                                     | 1 | 2 | 3 | 4 | 5 |
| 2. The Team Chair provided appropriate organization and communication to you or your ALO in advance of the External Evaluation Visit. | 1 | 2 | 3 | 4 | 5 |
| 3. The team chair kept you informed about the progress of the visit through periodic communication.                                   | 1 | 2 | 3 | 4 | 5 |
| 4. The team conducted itself in a professional manner.  | 1 | 2 | 3 | 4 | 5 |
| 5. The team met with individuals and groups essential for gaining a comprehensive understanding of the institution.                   | 1 | 2 | 3 | 4 | 5 |
| 6. The team provided opportunity for open meetings at least once during the evaluation visit.   | 1 | 2 | 3 | 4 | 5 |
| 7. The team examined distance education and off campus sites as appropriate during the visit.   | 1 | 2 | 3 | 4 | 5 |
| 8. The visit resulted in identification of important college issues for follow up by the institution.                                 | 1 | 2 | 3 | 4 | 5 |
| 9. The exit report given by the Team Chair gave clear information about broad team findings.  | 1 | 2 | 3 | 4 | 5 |
| 10. Overall, the external evaluation visit was a beneficial experience for the institution.   | 1 | 2 | 3 | 4 | 5 |

Comments (Please explain low scores and provide any other information to help improve the process):

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What change(s) has the institutional self evaluation process and External Evaluation Team Visit helped motivate at your institution?

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_