



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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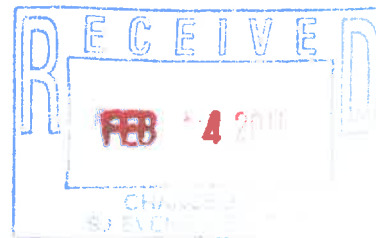
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January 31, 2011



Dr. Douglas Treadway
Interim President
San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

Dear President Treadway:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the institutional Self Study Report and the report of the evaluation team which visited San Jose City College Monday, October 18-Thursday, October 21, 2010. The Commission acted to place San Jose City College on **Probation** effective immediately and to require that the College submit a Follow-Up Report by **October 15, 2011**. The report will be followed by a visit of Commission representatives.

Probation is issued when the Commission finds that an institution deviates significantly from the Commission's Eligibility Requirements, Accreditation Standards, or policies, or fails to respond to actions and conditions imposed by the Commission. The Commission notes that some of the issues and deficiencies identified by the 2010 evaluation team were identified by the 2004 team.

The accredited status of the institution continues during the probation period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the sanction are resolved.

The Follow-Up Report of **October 15, 2011** should demonstrate resolution of the following recommendations and Commission concerns:

Shared (District) Recommendation 1 (Research and Evaluation)

The district in collaboration with the colleges should develop and implement a plan that will provide the necessary resources to increase college and district research capacity to analyze progress toward achieving institutional goals and objectives including improvements in student achievement and student learning. (IB.2, IB.3, IB.4, IB.5, IB.6, IIA.2c, IIA.2e, IVB.3b, IVB.3c)

Shared (District) Recommendation 2 (Financial Resources)

In order to fully meet the standard, the district and Board of Trustees must act timely and decisively on current fiscal data trends in order to ensure short-term and long-term financial solvency and an adequate reserve to meet emergencies and unforeseen circumstances. (IIID.1, IIID.1c, IIID.2c, IVB.1c)

Commission Concern 1 (Financial Resources and Planning)

With respect to Financial Resources, the Chancellor and the President, in their presentation to the Commission, noted that the District's 5% reserve is planned to be used to meet the District's Other Post Employment Benefits obligation, but has not been allocated for this purpose. The Commission requires institutions to clearly identify and plan for payment of liabilities and future obligations. The commission requests that the San Jose-Evergreen Community College District demonstrate how it plans to fund the Annual Required Contribution for its Other Post Employment Benefits. Should the District not now be in a position to fund the ARC payment, it should describe its plans to address this long term obligation. (Eligibility Requirement 17, III.D.1.b, c)

Shared (District) Recommendation 3 (Board Governance)

In order to fully meet the standards, the team recommends the Board of Trustees continue improving its performance. Specifically the board needs to engage with the Chancellor in order to establish a climate of trust and respect and allow the Chancellor to fully exercise the authority of the position and to improve the effectiveness of the district. (IVB.1, IVB.1f, IVB.1j)

Shared (District) Recommendation 4 (Board Governance)

In order to meet the standards, the team recommends that the Board of Trustees complete a thorough self evaluation annually as stated in board policy. The board should also regularly evaluate its practices and policies. Among the performance issues to be included in the self-evaluation, the board needs to address its responsibility to protect the long-term financial health of the district and colleges, and to allocate resources necessary to support the proper functioning of the district and colleges. (IIID.1c, IIID.2c, IVB.1c, IVB.1d, IVB.1e, IVB.1g, IVB.1h, IVB.3c, IVB.3d)

Shared (District) Recommendation 5 (Board Governance)

In order to meet the standards, the team recommends the Board of Trustees systematically review and revise the board policy manual to ensure that policies are up to date. To be included in this process should be a robust ethics policy that establishes steps to be taken should a board member violate the policy. The policy update should include the development of a policy on evaluation of the college presidents. (IVB.1, IVB.1f, IVB.1h, and IVB.1j)

Shared (District) Recommendation 6 (District/College Governance)

In order to meet the standards, the team recommends that the functions of the district and colleges be clearly delineated and mapped through dialogue and improved communication. This delineation must include operational responsibilities as well as procedures that provide specific guidance to all district and college personnel. There should also be regular and systematic evaluation of the district's functions, governance, decision-making structure, and communication. This activity must be central to the district's continuous improvement efforts in assisting the colleges to meet educational goals. (IVA.2, IVB.3, IVB.3b, IVB.3f, IVB.3g)

Commission Concern 2 (Board and CEO Roles and Responsibilities)

The Accreditation Standards (IV.B.1, 2, and 3) require that the governing board be responsible for setting policies and that the chief administrators(s) responsibilities (chancellors and college presidents) be assigned responsibilities for the effective operation of the institution(s). In order to meet these Standards, the San Jose-Evergreen Board of Trustees must adhere to their appropriate roles at all times and allow the primary leadership of the district to be the responsibility of the chancellor and the primary leadership of the two colleges to be the responsibility of the respective College presidents.

College Recommendation 1 (Integrated Planning and Assessment)

In order to meet the standards, the college must complete, implement, and make public a mission-based strategic plan that includes quantifiable goals and measures of student achievement; complete and implement a regular cycle of review, including and using information and data to update plans on a regular basis, and evaluate progress towards strategic plan goals that use the results of the evaluation for improvement. Student learning outcomes and program review for all departments should be integrated into the planning process and cycle at the college, program, and course levels, and planning and program review should inform resource allocation. Finally, measurable student achievement and institutional effectiveness measures should be identified and incorporated within planning processes. (IA.4, I.1, IB.2, IB.3, IB.4, IB.5, IB.6 and IB.7, IIIB.2, IIIB.2.b, IIIC.2, IIID.1, IIID.1a, IIID.1d, IIID.3, IVA.2a, IVA.2b, IVA.3)

College Recommendation 2 (Program Review)

In order to meet the standards, the college needs to review and refine its program review processes to ensure they are systematic, linked to institutional planning and resource allocation, and are used to assess and improve student learning and achievement. Policies should be developed that clearly delineate the authority, responsibility and procedures for the preparation, approval and communication of the results of program reviews. (I.B, IIA.2f, IIB.4, IIC.2, IIIA.6, IIIB.2b, IIIC.2, IIID.3, IVA.5)

College Recommendation 3 (Student Learning Outcomes)

The team recommends that the college accelerate its efforts at identifying, assessing, and communicating Student Learning Outcomes in order to meet the requirement that all colleges will be at the proficiency level as identified by ACCJC by 2012. (IIA.1c, IIA.2b, IIA.6, IIB.4, IIC.2, IIIA.1c)

College Recommendation 4 (Distance Education)

The delivery of online services for distance education students is not provided at the same level as for those students who either take classes or participate in matriculation-related activities on campus. The college needs to develop mechanisms to allow distance education students to access these services and information. This recommendation becomes even more critical if the college expands its distance education offerings as indicated in the self study. (IIB.1, IIB.3a, IIB.3b, IIC.1)

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College Recommendation 5 (Human Resources)

In order to fully meet the standard, the college needs to improve its processes for the evaluation of personnel including the systematic evaluation of full-time and adjunct faculty and classified staff employed at San José City College at stated intervals to ensure compliance with college and district policies and accreditation standards. In addition, the college should adopt a code of ethics for administrators, classified staff, and faculty. (IIA.2c, IIIA.1, IIIA.1b, IIIA.1c)

College Recommendation 6 (Facilities Resources)

The college should develop a plan for the means of support for the operation and maintenance of planned new facilities identified in the Facilities Master Plan. The plan should include actual calculations of total cost of ownership of new facilities and equipment including the support needed for the programs to be housed in the facilities. (IIIB.2a)

Commission Concern 3 (Administrative Capacity)

San Jose City College has experienced very significant administrative turnover and periods of inadequate administrative staffing. The College needs to fully staff an administrative structure that is designed to provide the stable leadership and oversight necessary to support the institution's mission and purposes. (Eligibility Requirement 5, III.A, III.A.2)

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 San Jose City 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, II.A.1.c and III.A.1.c).

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. San Jose City College must correct the by October 2011 or the Commission may 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 you to give the Evaluation 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 the Chancellor, campus leadership, and the Board of Trustees. The Commission also requires that the Evaluation 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 an electronic copy of the report 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.

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All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. San Jose City College should submit the Midterm Report by **October 15, 2013**.

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 its self study efforts be used to support the continuing improvement of San Jose City College. The next comprehensive evaluation of the College will occur during **Fall 2016**.

Finally, ACCJC staff is available to assist the college with consultation and advice on the issues identified in the recommendations noted above.

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 integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Rita Cepeda, Chancellor, San Jose/Evergreen CCD
Dr. Hector Cordova, Accreditation Liaison Officer
Board President, San Jose/Evergreen CCD
Dr. John Morton, Team Chair