



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 31, 2008

Mr. Thomas Mohr
Interim President
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061

Dear President Mohr:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 9-11, 2008, reviewed the institutional self study report and the report of the evaluation team which visited Cañada College on Monday, October 22-Thursday, October 25, 2007. The Commission acted to issue a **Warning** and to ask that Cañada College correct the deficiencies noted. The college is required to complete two Progress Reports, one by **October 15, 2008** and one by **October 15, 2009**.

A warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's eligibility criteria, standards of accreditation, or policy to an extent that raises a concern regarding the ability of the institution to meet accreditation standards. The accredited status of the institution continues during the warning period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the warning are removed.

This action constitutes a public sanction as described in the Policy on Commission Actions on Institutions in the Commission's *Accreditation Reference Handbook*. As such, the action will be noted on the Commission's website.

I also 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. Cañada College must correct the deficiencies noted by **January 2010**. While **Recommendation 1** identified as a deficiency was also noted by the year 2001 comprehensive evaluation team, the Commission has extended Cañada College's time to correct these deficiencies for good cause. Canada College has begun work in assessment and planning, but has failed to completely integrate those efforts.

The Progress Report of **October 15, 2008** should demonstrate the institution's resolution of the recommendations noted below:

Recommendation 1

In order to increase institutional effectiveness, the team recommends that the college build upon its strategic planning efforts to develop an Educational Master Plan. The Educational Master Plan should incorporate recommendations from the program review process and serve as the foundation for the integration of student learning programs and services, technology, human resources, facilities, and budget to support the mission of the college. The college should ensure that all plans are reviewed, evaluated, and updated on a regular basis. (Standards I.B.2, I.B.3, I.B.6, I.B.7, II.A.1.a, II.A.1b, III.C.2, III.D.1.a, IV.A.5, IV.B.2, and IV.B.2.b) *This issue was identified by the 2001 evaluation team.*

Recommendation 2

To fully meet the standards, the college should develop a collegial process for the timely completion of Student Learning Outcomes (SLO) development and documentation at the institution, general education, program and course levels, and formalize the documentation of SLO assessment. The college should ensure that the process is faculty driven, broadly supported, and ultimately used as the basis to plan and implement institutional improvements to courses, programs, degrees, and services.. (Standards I.B.1, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f, II.A.2.h, II.A.2.i, II.B.4, and II.C.1.c, II.C.2)

Recommendation 4

To increase institutional effectiveness, the team recommends that a staffing plan for all student support services, including counseling and the library and the learning center is developed with broad collegial input from all areas of the college to ensure that all afternoon and evening, second language learners, on-site, and off-site students are provided quality and equitable access to student support services. (Standards II.B.3.a, II.C.1.a, II.C.1.b, II.C.1c, III.A, and III.A.2)

The Commission asks that a Progress Report be submitted by **October 2009**. The Progress Report should demonstrate resolution of the recommendations listed below:

District Recommendations

Recommendation 6

The team recommends that the district develop and implement appropriate policies and procedures that incorporate effectiveness in producing student learning outcomes into the evaluation process of faculty and others directly responsible for student progress toward achieving stated student learning outcomes. (Standard III.A.1.c)

Recommendation 7

In order to fully meet standards regarding district evaluation procedures, the team recommends that while the district has clearly defined rules and regulations for the hiring and evaluation of the chancellor, that same clarity of process should be extended to evaluating college presidents, therefore the district should develop rules and regulations for the evaluation of college presidents. (Standards IV.B.1 and IV.B.1.j)

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Recommendation 8

In order to fully meet accreditation standards and improve effectiveness, the team recommends that:

- a. the board should regularly evaluate its "Rules and Regulations" and revise them as necessary. (Standard IV. B.1.e)
- b. the district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college's effectiveness and institutional success. (Standard IV.B.3.g)

All colleges are required to file a **Midterm Report** in the third year after each comprehensive evaluation. Cañada College should submit the Midterm Report by **October 15, 2010**. Midterm Reports indicate resolution of any team recommendations made for improvement (**recommendations 3 and 5**), include a summary of progress on college-identified plans for improvement as expressed in the self study report and forecast where the college expects to be by the time of the next comprehensive evaluation.

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 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 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 the report electronically 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.

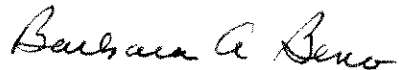
The college conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing development of Cañada College. The next comprehensive evaluation of the college will occur during **Fall 2013**.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

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

Sincerely,



Barbara A. Beno
Executive Director

BAB/tl

cc: Mr. Ron Galatolo, Chancellor, San Mateo County CCD
Ms. Marilyn McBride, Accreditation Liaison Officer
Board President
Mr. Don Warkentin, Team Chair
Evaluation Team Members
Ms. Linda Henderson, U.S. DOE