



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

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January 31, 2011

Dr. Marilyn Brock  
Interim President  
Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135

Dear President Brock:

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 Evergreen Valley College Monday, October 18-Thursday, October 21, 2010. The Commission acted to issue **Warning** and to ask that Evergreen Valley College correct the deficiencies noted. The College is required to complete a Follow-Up Report by **October 15, 2011**. That report will be followed by a visit of Commission representatives.

Warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's Eligibility Requirements, Accreditation Standards, or policy to an extent that raises a concern regarding the ability of the institution to meet 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 Warning are resolved.

This action letter repeats 2004 Recommendations 1, 3, 4, 5, 12, 13, 14, 15 and 20. The time to resolve the deficiencies associated with these recommendations has been extended because Evergreen Valley College has made forward and significant progress and the Commission finds the work satisfactory. However, the College is required to fully resolve these recommendations by the time of the 2011 Follow-Up Report and visit.

The Follow-Up Report of **October 15, 2011** should demonstrate resolution of the recommendations noted below:

**2004 Recommendation 1:** The college and district should establish and maintain an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes. The college and district should assure that systematic participative processes are used to assure effective discussion, planning, and implementation of college and district policies and procedures, implemented by written policy. The Board of Trustees should establish and maintain governance structures, processes, and practices to assure that the Board of Trustees, administrators, faculty, staff, and students work together for the good of the institution and that these processes facilitate discussion of ideas and effective communication among the institution's constituencies. (Standards I.B.1; IV.A.1, 2, 3)

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**2004 Recommendation 3:** The team recommends that the college provide adequate, stable, permanent, qualified administrator leadership to support Instruction and Student Services. (Standards II.B.1, III.A.2)

**2004 Recommendation 4:** The team recommends that the college, in collaboration with the district, develop a written and clearly understood resource allocation model through a collaborative process with dialogue between the district and the college constituencies using board priorities and college plans to develop the budget. (Standards II.C.1, III.D.1, III.D.1.a, III.D.1.b, III.D.1.d)

**2004 Recommendation 5:** The team recommends that the college complete the process of identifying learning outcomes for courses, instructional and student support programs; developing appropriate direct measures of student learning; compile, disseminate, and reflect on those measured outcomes, and take appropriate action based on those outcomes to improve student learning and associated college practices that support student learning. (Standards II.A.3, II.A.5, II.A.6, II.B.3, II.B.4, II.C.2)

**2004 Recommendation 12:** Integrate the college Technology Master Plan into a comprehensive strategic plan for the entire college. Combine the objectives of the technology plans of the two colleges into a District Technology Master Plan. (Standard III.C.1.a, III.C.1.c, III.C.1.d, III.C.2)

**2004 Recommendation 13:** Integrate the priorities of technology planning into the budget development process to assure that the results of technology assessment and planning effectively improve the use of technology at the college. (Standard III.C.1.b)

**2004 Recommendation 14:** Resource allocation should be a collaborative process with dialogue between the district and the college constituencies using board priorities and college plans to develop the budget. This process should result in written procedures for the initial allocations for the district office, San Jose City College and Evergreen Valley College and the on-campus allocations. (Standard III.D.1, III.D.1.a, III.D.1.b, III.D.1.d)

**2004 Recommendation 15:** The college and the district should act expeditiously and with due diligence to respond to recommendations made by the Commission. (Standard IV.A.4)

**2004 Recommendation 20:** The team recommends that the Board of Trustees adhere to its policy of conducting regular self-evaluation and uses the results of self-evaluation to improve Board functioning. (Standard IV.B.1.g)

**2010 Recommendation 1:** In order to fully meet the standard, the college should integrate and publish a systematic review process within the college's strategic plan for all of the college's planning processes (including resource allocations) for effectiveness of all departments, programs, and services and implement any modifications based on evaluation results. (Standards I.B.3, I.B.4, I.B.7, II.B.3, III.D.1.a, III.D.2.g, III.D.3)

**2010 Recommendation 2:** The team recognizes that progress has occurred with identification of course level student learning outcomes; however, the team recommends that efforts be accelerated to complete SLO identification and expand recurrent cycles of authentic assessment and improvement for all instructional and student services programs, with campus-wide dialogue on results, in order to reach proficiency level by 2012. Furthermore, faculty and others directly responsible for student progress towards achieving student learning outcomes should have, as a component of their evaluation, effectiveness in producing those learning outcomes.. (Standards I.B.1, I.B.3, I.B.4, I.B.7, II.A, II.A.1.c, II.A.2.a, III.A.2.b, II.A.2.f, II.B, II.B.4, III.A.1.c)

**2010 Recommendation 3:** In order to meet the standard and improve effectiveness, the team recommends that the college develop a college-wide professional code of ethics that is aligned with the stated mission and values, and reflective of activity to support continuous improvement in all instructional, operational, and service areas. (Standards II.A.7.c, III.A.1.b, III.A.1.d)

**2010 Recommendation 4:** In order to meet the standard, the team recommends that the college complete the review and revision of all course outlines of record and ensure that the catalog information regarding currently offered courses and programs is accurate. This action should be implemented to ensure currency, relevancy, and instructional quality. (Standards II.A, II.A.2.e, II.A.6.c, II.B.2.a, II.B.2.b)

**2010 Recommendation 5:** In order to fully meet the standard, the college needs to develop a recurring evaluation process of its budgeting and other financial management systems. Furthermore, Evergreen Valley College should incorporate total cost of ownership projections within their facilities planning reports for specifically planned projects. (Standards III.B, III.B.2, III.B.2.a, III.B.2.b, III.D.1, III.D.1.a, III.D.1.b, III.D.1.c, III.D.1.d, III.D.2.c, III.D.2.g)

**2010 District Recommendation 1:** The district, in collaboration with San Jose City College and Evergreen Valley College, 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. (Standards I.B.2, I.B.3, I.B.4, I.B.5, I.B.6, II.A.2.c, II.A.2.e, IV.B.3.b, IV.B.3)

**2010 District Recommendation 2:** 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. (Standards III.D.1, III.D.1.c, III.D.2.c, IV.B.1.c)

**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)

**2010 District Recommendation 3:** 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. (Standards III.D.1.c, III.D.2.c, IV.B.1.c, IV.B.1.d, IV.B.1.e, IV.B.1.g, IV.B.1.h, IV.B.3.c, IV.B.3.d)

**2010 District Recommendation 4:** 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. (Standards IV.B.1, IV.B.1.f, IV.B.1.j)

**2010 District Recommendation 5:** 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. This process should include 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. (Standards IV.B.1, IV.B.1.f, IV.B.1.h, IV.B.1.j)

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**2010 District Recommendation 6:** 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. (Standards IV.A.2, IV.B.3, IV.B.3.b, IV.B.3.f, IV.B.3.g)

**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.

**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 Evergreen Valley 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 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. Evergreen Valley College must correct the deficiencies noted during the 2004 evaluation visit by **October 15, 2011** and the deficiencies noted by the 2010 evaluation team by **October 15, 2012**. The Commission believes that Evergreen Valley College has made significant progress on the recommendations made in 2004. The institution, however, will need to fully resolve these issues by the time of the October 2011 visit or the Commission will 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 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 an electronic copy of the report, please contact Commission staff.

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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 educational programs and services and to resolve issues identified by the Commission.

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 Evergreen Valley College.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above. Please call my office if you wish to avail yourself of that assistance.

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  
Ms. Kuni Hay, Accreditation Liaison Officer  
Board President, San Jose/Evergreen CCD  
Mr. Don Warkentin, Team Chair