



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 1, 2012

Mr. Henry Yong
President
Evergreen Valley College
3095 Yerba Buena Road
San Jose, CA 95135

Dear President Yong:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Follow-Up Report submitted by Evergreen Valley College and the report of the evaluation team which visited Tuesday, November 8-Wednesday, November 9, 2011. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to continue **Warning** and to require that Evergreen Valley College correct the deficiencies noted. The College is required to complete a Follow-Up Report by **October 15, 2012**. The report will be followed by a visit of Commission representatives.¹

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 The Standards. The accredited status of the institution continues during the warning period. Warning is being continued at this time for deficiencies identified in the team report and associated with 2004 Recommendations 12, and 14; 2010 Recommendations 4, 5, and 2010 Shared District Recommendations 1, 5, and 6. The Commission also notes that 2010 Recommendation 2, and 2004 Rec 5, concern the institution's status with respect to learning outcomes and assessment, and the deadline for addressing these recommendations is fall 2012, concurrent with the Commission's deadlines for all member institutions.

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication *Guidelines for the Preparation of Reports to the Commission*. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).

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The Follow-Up Report of **October 15, 2012** should demonstrate the institution's resolution of the deficiencies associated with the recommendations noted below:

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.4, and 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. (Standards III.C.1.a, III.C.1.c, III.C.1.d, and III.C.2)

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. (Standards III.D.1, III.D.1.a, III.D.1.b, and III.D.1.d)

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, II.A.2.b, II.A.2.f, II.B, II.B.4, and III.A.1.c)

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)

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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 with 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, and III.d.2.g)

2010 Shared 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, and IV.B.3)

2010 Shared 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 this 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, and IV.B.1.j)

2010 Shared 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, and IV.B.3.g)

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation 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 is being granted additional time to correct the deficiencies for good cause because it and the District have made substantial progress to date, but the College and the San Jose Evergreen Community College District must correct the deficiencies noted in 2004 Recommendations 12 and 14, 2010 Recommendations 4 and 5, and 2010 Shared District Recommendations 1, 5, and 6 by **October 2012** or the Commission will be compelled to act.

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I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your College staff and to those who were signatories of your College report. This group should include the Chancellor, campus leadership, and the Board of Trustees. The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution's website. The Follow-Up Report will become part of the accreditation history, and the College should use it in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified 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 institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Rita Cepeda, Chancellor, San Jose/Evergreen Community College District
Mr. Keith Aytch, Accreditation Liaison Officer
Board President, San Jose/Evergreen Community College District
Mr. Don Warkentin, Team Chair