



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 1, 2012

Dr. Roger Schultz
Superintendent/President
Mt. San Jacinto College
1499 North State Street
San Jacinto, CA 92583

Dear President Schultz:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 10-12, 2012, reviewed the institutional Self Study Report and the report of the evaluation team which visited Mt. San Jacinto College Monday, October 17-Thursday, October 20, 2011. The Commission took action to reaffirm accreditation, with a requirement that the College complete a Follow-Up Report.¹

The Commission requires that the Follow-Up Report be submitted by **March 15, 2013**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

Recommendation 1 (Mission Statement) In order to meet the standard, the team recommends that the college institutionalize the regular review and revision of the mission and assess how well the institution meets its mission for all parts of the community. The team recommends that the college adopt a calendar to ensure the annual review and assessment of the mission and use data comparing the demographics of the district with the demographics of the MSJC students and graduates to determine the extent to which the district is meeting its mission and identifying any gaps and disparities in service or success rates. (I.A.3, I.A.4, II.A.1).

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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Recommendation 2 (Sustainability of Integrated Planning and Decision Processes) In order to meet the standard and ensure that the college progresses toward the Continuous Quality Improvement level for the ACCJC rubric for planning, the team recommends that the college use its published processes, including resource allocation, to improve student learning and achievement. (I.B.1, I.B.4, I.B.5, I.B.6, I.B.7, III.B.2.b, III.D.3).

Recommendation 3 (Student Learning Outcomes and Assessment)

In order to meet the standard and achieve the Commission's goals for 2012, the team recommends that the college should act immediately to:

- Complete all Student Learning Outcomes (SLOs) for all courses and programs (Standard II.A.1.c; II.A.2.a and e; II.B4)
- Distribute the Student Learning Outcomes (SLOs) to students (Standard II.A.6)
- Distribute the Student Learning Outcomes (SLOs) to associate faculty (Standard I.B.5)
- Assess all levels of outcomes, including course, program, General Education (GELOs) and Institutional outcomes (ILOs) (Standard I.B.7; II.A.2.a and e; II.B4)
- Document improvement in student learning. (Standard II.A.1.c; II.B4)

Recommendation 4 (Identify and Address Gaps in Student Outcomes)

In order to meet the standard, the team recommends that the college disaggregate student outcome data by student demographics, modality of instruction, time of day, and location to determine comparability of outcomes, identify and address any gaps. (Standard II.A.1.a; A.2.d and e).

Recommendation 5 (Allocation of Human Resources)

In order to meet the standards, the team recommends that the college develop guidelines for determining the minimum numbers of faculty and staff required for a sufficient core in various areas of the college to meet its mission and quality standards. (II.A.2.c; II.B.1; II.C.1; III.A.1, III.A.2, III.A.6)

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. Mt. San Jacinto College must correct the deficiencies noted by **October 2013** or the Commission will be compelled to act.

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 improvement of Mt. San Jacinto College.

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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 report, the College is expected to use the Evaluation Team Report to improve educational programs and services and to resolve issues identified by the Commission.

A **final** version of the Evaluation Team Report is attached. Additional copies may now be duplicated. The Commission requires you to disseminate the Evaluation Team Report and this letter to your College staff and to those who were signatories of your College Self Study Report. This group should include campus leadership and the Board of Trustees.

The Commission also requires that the College make the Evaluation Team Report, the Self Study Report and action letter available to students and the public by placing them on the institution's website. These reports will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

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, Ph.D.
President

BAB/tl

cc: Ms. Rebecca Teague, Accreditation Liaison Officer
Board President, Mt. San Jacinto Community College District
Dr. Phoebe Helm, Team Chair

Enclosure