



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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February 3, 2009

Mr. 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 7-9, 2009, reviewed the Midterm Report submitted by Mt. San Jacinto College. The purpose of this review was to assure the recommendations made by the evaluation team have been resolved and the college has addressed the self-identified plans for improvement which were included in the institutional self study.

The Commission acted to accept the Midterm Report with the requirement that the college complete a Follow-Up Report. The report should be submitted by **October 15, 2009**, and should demonstrate the institution's resolution of the recommendations as noted below:

Recommendation 1: The team recommends that the College examine its mission statement and make the changes necessary to make it more effective in aligning programs and services by:

- 1.1 clearly defining the College's educational purposes;
- 1.2 its intended student population; and
- 1.3 its commitment to achieving student learning. (I.A)

Recommendation 2: The Team recommends that the College develop policies, procedures and regular practices to ensure that:

- 2.1 the various programs and services of the College engage in regular assessment of institutional effectiveness, including program review;
- 2.2 the College set priorities for implementing plans for improvement that are based in analysis of research data;
- 2.3 the College incorporate established priorities into the governance, decision making, and resource distribution processes;

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- 2.4 the College develop and employ a methodology for assessing overall institutional effectiveness and progress toward meeting goals expressed through plans for improvements; and that the College report regularly to internal constituencies and the Board on this progress. (Standards I.B., II A. 1. and 2., II.B.3.a., II B. 4., II.C.1.e and II.C.2; III.A.6., III.B.2.b., III.C.1. and 2., III.D.1. a, IVA.1, 2, 3, B.2.b, and the Preamble to the Standards.)

Recommendation 6: The Team recommends that the Office of Human Resources initiate a careful review of the institution's use of human resources and of its programs and services, including conducting needs assessments and evaluations of the programs and services it offers. Similarly, professional development activities need to be connected to identified faculty and staff needs and their effectiveness assessed. Planning for all aspects of human resources needs to be integrated with other institutional planning. (III-A.1.c, III-A.2, III-A.4.a, III-A.5.b, and III-A.6)

Recommendation 7: The Team recommends that the Board implement its established policy on self-evaluation. (IV-B.1.e, g)

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. Mt. San Jacinto College must correct the deficiencies noted by **October 15, 2009**.

The Midterm Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation. 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 campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this.

Please note that the next comprehensive evaluation of Mt. San Jacinto College will occur in **Fall 2011**.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Ms. Rebecca Teague, Accreditation Liaison Officer
Board President, Mt. San Jacinto College

Accrediting Commission for Community College
Western Association of Schools and Colleges

PREPARATION OF A FOLLOW-UP REPORT

A **Follow-Up Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Follow-Up Report requires that the institution provide information, evidence, and analysis regarding the resolution of the issues to which it was directed by the Commission's Action Letter. The institution's report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

Follow-Up Report Format

The following format for the report should be used:

1. Cover Sheet
Include the date of submission, the name and address of the institution, and a notation that this is a Follow-Up Report.
2. Table of Contents
3. Statement on Report Preparation
The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. Response to Team Recommendations and the Commission Action Letter
Each recommendation identified by the Commission in its action letter should be identified and discussed. The report should describe the resolution of each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. The **Follow-Up Report** must be reviewed by the Governing Board prior to its submission

The institution is required to send **three copies** of its report to the Commission **plus an electronic version**. The hard copies of the report should be sent to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949. The electronic version of the report should be transmitted to accjc@accjc.org.