



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

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February 1, 2012

Dr. Dennis Gervin  
President  
Columbia College  
11600 Columbia College Drive  
Sonora, CA 95370

Corrected Letter  
**RECEIVED**

**FEB 06 2012**

**Columbia College  
PRESIDENT'S OFFICE**

Dear President Gervin:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the institutional Self Study Report and the report of the evaluation team which visited Columbia College Monday, October 24-Thursday, October 27, 2011. The Commission acted to issue **Warning** and to ask that Columbia College correct the deficiencies noted. The College is required to complete a Follow-Up Report. The report will be followed by a visit of Commission representatives.<sup>1</sup>

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. However, the institution's accreditation will not be reaffirmed until the conditions which warranted Warning are resolved. Warning is being issued at this time for deficiencies identified in the team report and associated with Recommendations 2, 5, and 6.

The Commission requires that the Follow-Up Report be submitted by **October 15, 2012**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

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<sup>1</sup> 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](http://www.accjc.org/college-reports-accjc)).



**College Recommendation 1:**

In order to meet the standard, the team recommends that the institution complete the development and assessment of student learning outcomes for all courses and programs and develop and assess learning outcomes in administrative services, student services, as well as the Library and Learning Support Services and use the results for improvement of student learning and institutional effectiveness (Standards I.B.3, I.B.7).

**College Recommendation 2:**

In order to fully meet the standard, the team recommends the institution continue to assess the evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, the library and other learning support services (Standards I.B.6; IV.A.5).

**College Recommendation 4:**

In order to meet the standard, the team recommends that the institution develop, implement and evaluate counseling and academic advising that takes into account the needs of students enrolled in Distance Learning courses (Standards II.A.1.b.; II.A.2.d; II.B.3.a; II.C.1.c).

**College Recommendation 5:**

In order to fully meet the standard, the team recommends that the institution implement planning and program review processes in administrative services, and use the results to inform technology decisions, physical resource needs and resource allocation (Standards III.A., III.B.2, III.C.1, III.C.2).

**College Recommendation 6:**

In order to meet the standard, the team recommends that the institution systematically assess the effective use of financial resources and uses the results of the evaluation as the basis for institutional improvement (Standards IIID, IIID.3).

**College Recommendation 7:**

In order to fully meet the standard, the team recommends that the institution develop a comprehensive staff development plan designed to meet the needs of its personnel and develop a systematic evaluation process (Standards IIIA, IIIC.b).

**District Recommendation 1:**

In order to fully meet the standard and improve the effectiveness of its human resources the team recommends the systematic evaluation of all personnel at stated intervals with appropriate documentation (Standard III.A).



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**District Recommendation 2:**

In order to fully meet the standard, the teams recommend that the district and the colleges review institutional mission and their array of course offerings and programs in light of their current budgets (Standard IV.B.3.c).

**District Recommendation 3:**

The team recommends the district and Board of Trustees develop policies on the Delegation of Authority to the college president (Standards IV.B.2; IV.B.3; IV.B.3.a, IV.B.3.e).

**District Recommendation 4:**

The team recommends the district develop policies that clearly define and follow, the process for hiring and evaluating the college president (Standards IV.B.1; IV.B.1.j).

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. Columbia College must correct the deficiencies noted by no later than **October 2013**.

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 the college's self study efforts be used to support the continuing improvement of Columbia College.

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.

I have previously sent you a copy of the Evaluation Team Report. 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 the Chancellor, 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.

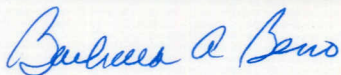


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Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

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 integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Joan Smith, Chancellor, Yosemite Community College District  
Dr. Leslie Buckalew, Accreditation Liaison Officer  
Board President, Yosemite Community College District  
Dr. Cynthia Azari, Team Chair