



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 11, 2013

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

Dear President Gervin:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 9-11, 2013, considered the Follow-Up Report submitted by Columbia College, the report of the evaluation team which visited the College on November 7, 2012, and the additional materials submitted to the Commission. The Commission took action to continue **Warning** and require the College to complete a **Follow-Up Report¹** by **October 15, 2013**. The report will be followed by a visit of Commission representatives.

The Follow-Up Report should demonstrate that the institution has fully addressed all of the recommendations noted below, fully resolved the deficiencies, and meets Eligibility Requirements and Accreditation Standards.

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)

With regard to College Recommendation 1, the team notes that in some administrative areas the use of assessment results or "closing of the loop" may not have taken place since a full cycle of one year has not passed since assessment began.

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)

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With regard to College Recommendation 2, at the time of the Follow-up Team's visit the College had not yet finalized the revision of its goals and the development of the measurable objectives. Additional work is needed to develop sustainable evaluation mechanisms that lead to continuous quality improvement at all levels.

District Recommendation 2:

In order to fully meet the standard, the teams recommend that the District and the colleges review institutional missions and their array of course offerings and programs in light of their current budgets. (Standards III.D, III.D.1, ER 17)

With regard to District Recommendation 2, the team found significant confusion in the interaction of the District and the colleges during the process of reviewing their respective mission statements. Although the recommended review of District and college mission statement had taken place, it was not clear to the team that the effort to align the statements was achieved.

District Recommendation 3:

The team recommends the District and Board of Trustees develop policies on the delegation of authority to the college president. (Standard IV. A.2.a, IV.B.3.e)

District Recommendation 3 requires the delineation of the delegated roles and responsibilities to the college president by developing a Board Policy specific to the college president. Board Policy 7430, Delegation of Authority to the Chancellor, includes references to the college president. Specifics regarding the authority and role of the president were left to the president's job description, which does not have the strength or purpose of Board Policy.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Eligibility Requirements and/or Accreditation Standards are expected to correct deficiencies within a two-year period or the Commission must take adverse action. Columbia College must complete the work needed by **October 15, 2013** or the Commission will be compelled to act.

The Follow-Up Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation. I have previously sent you a copy of the Follow-Up Visit 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.

Dr. Dennis Gervin
Columbia College
February 11, 2013

The Commission also requires that the Follow-Up Report, the Follow-Up Visit Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

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. Leslie Buckalew, Accreditation Liaison Officer
President, Board of Trustees, Yosemite Community College District
Ms. Jill Board, President, Cerro Coso Community College, Team Chair

¹ Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It 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: (<http://www.accjc.org/college-reports-accjc>).