



ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES
Western Association of Schools and Colleges

Richard Winn, Interim President
Raúl Rodríguez, Chair

February 3, 2017

Dr. Byron Breland
President
San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

Dear President Breland:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2017, reviewed the Institutional Self-Evaluation Report (ISER) and evidentiary materials submitted by San Jose City College and the External Evaluation Team Report (Team Report) prepared by the evaluation team that visited October 10-13, 2016. The Commission also considered the presentation made at the Commission meeting by College and District officials. College leadership, including the president of the governing board, the chancellor, and the College president, certified the College's report, which was submitted in application for reaffirmation of accreditation. The purpose of the Commission's review was to determine whether the College continues to meet Eligibility Requirements, Accreditation Standards, and Commission policies (hereafter called Standards).

After considering all of the material noted above, the Commission acted to **reaffirm accreditation for 18 months**, and to require a **Follow-Up Report** on the issues identified in the team's findings of noncompliance at the College. The Report will be due **March 15, 2018** and will be followed by a visit by Commission representatives.¹ Reaffirmation for 18 months indicates that the Commission has determined that the institution is in substantial compliance with Standards.

The Commission finds San Jose City College out of compliance with the following Standards: I.A.2, I.B.3, and ER 11 (College Recommendation 1); I.B.1, II.A.2, and II.A.3 (College Recommendation 3); II.A.1, II.C.1, II.C.3, and ER 15 (College Recommendation 5); I.C.1 and II.A.3 (College Recommendation 6); II.A.9 and ER 10 (College Recommendation 7); II.C.3 and ER 17 (College Recommendation 8); II.C.8 (College Recommendation 9); and III.A.5 (College Recommendation 10).

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* found on the ACCJC website at: www.accjc.org/college-reports-accjc.

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Need to Resolve Deficiencies

Standards represent practices that lead to academic quality and institutional effectiveness and sustainability. Deficiencies in institutional policies, practices, procedures, and outcomes which lead to non-compliance with any Standard will impact institutional quality and, ultimately, the educational environment and experience of students. The evaluation team has provided recommendations that give guidance for how the institution may come into compliance with Standards.

College Recommendation 1 (Compliance): In order to meet the standard, the team recommends the College develop and communicate a methodology for setting institution-set standards (minimum acceptable levels) for course completion and other measures of student achievement, assess performance against the standards, communicate the results, and incorporate the information in college planning and decision-making processes. (I.A.2, I.B.3, and ER11)

College Recommendation 3 (Compliance): In order to meet Standards, the team recommends the College create and implement a process to demonstrate its substantive and collegial dialog about student outcomes and institutional effectiveness through committees, advisory committee meetings, workshops, and professional development activities. The team further recommends that the College develop and implement a process to broadly communicate this dialog to support continuous quality improvement across the College. (I.B.1, II.A.2, and II.A.3)

College Recommendation 5 (Compliance): In order to meet the Standard, the team recommends the College develop a Memorandum of Understanding with the Center for Employment Training (CET) to ensure that all instructional programs offered at CET are consistent with the College's mission, course and program requirements, and that commensurate student services are provided. (II.A.1, II.C.1, II.C.3, and ER15)

College Recommendation 6 (Compliance): In order to meet the Standard, the team recommends that all individual course syllabi include information consistent with the approved Course Outline of Record and approved Student Learning Outcomes (SLOs). (I.C.I and II.A.3)

College Recommendation 7 (Compliance): In order to meet the Standard, the team recommends the College work with the District to finalize AP 4020 Program and Curriculum Development and ensure that it includes clock hour to credit hour calculations that adhere to the Department of Education's conversion formula, both in policy and procedure, and in practice. (II.A.9, ER10, 600.2, 602.16 (a)(1)(viii), 602.24(e),(f), 668.2, and 668.9)

College Recommendation 8 (Compliance): In order to meet the Standard, the team recommends the College provide electronic access to student support services, including tutoring, distance education technology support, and student educational plan development for online students.

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The team further recommends all student support programs should establish learning outcomes and complete program reviews. (II.C.3 and ER17)

College Recommendation 9 (Compliance): In order to meet the Standard, the team recommends the College create, implement, and assess the effectiveness of a procedure for documenting formal student complaints, including creating and maintaining a repository of complaints available for review. (II.C.8, 602.16(a)(1)(ix), and 668.43)

College Recommendation 10 (Compliance): In order to meet the Standard, the team recommends the College evaluate all personnel systematically and at stated intervals. The team further recommends the District evaluate the college president according to Board Policy 2436 Evaluation of the College President. (III.A.5 and IV.C.3)

Improving Institutional Effectiveness

The Team Report noted College Recommendations 2 and 11 and District Recommendations 2, 4, and 5 for increasing effectiveness (improvement recommendations). Additionally, the Commission changed College Recommendation 4 and District Recommendation 1 to recommendations to increase effectiveness.

Two-Year Rule

Under U.S. Department of Education enforcement regulations, the Commission is required to take immediate action to terminate the accreditation of an institution which is out of compliance with any Standards, or, alternatively, may provide an institution with additional notice and a deadline for coming into compliance that is no later than two years from when the institution was first informed of the non-compliance. With this letter, San Jose City College is being provided with notice of the Standards for which it is out of compliance and is being provided time to meet the Standards.

Next Steps

The Team Report provides details of the team's findings with regard to the College's work to meet the Standards. The guidance and recommendations contained in the Team Report represent the best advice of the evaluation team at the time of the visit but may not describe all that is necessary for the College to come into compliance (or to improve).

A **final** copy of the Team Report is attached. Commission changes to the Team Report are noted on a separate page for inclusion with the Team Report. The College may now duplicate and post copies of the enclosed Team Report with this added page.

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The Commission requires the College give the ISER, the Team Report, and this letter appropriate dissemination to those who were signatories of the ISER and to make these documents available to all campus constituencies and to the public by posting them to the College website.

Please note that in response to public interest in accreditation, the Commission requires institutions to post accreditation information on a page no more than one click from the institution's home page.

On behalf of the Commission, I wish to express appreciation for the collaborative work that San Jose City College undertook to prepare for institutional self-evaluation, and to support the work of the external evaluation team. Thank you for sharing the values and the work of accreditation to ensure educational quality and to support student success. Accreditation and peer review are most effective when the College and the ACCJC work together to focus on student outcomes and continuous quality improvement in higher education.

If you should have any questions concerning this letter or the Commission action, please don't hesitate to contact me or one of the ACCJC Vice Presidents. We would be glad to help you.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Winn", with a long horizontal flourish extending to the right.

Richard Winn, Ed.D.
Interim President

RW/tl

cc: Dr. Debbie Budd, Chancellor, San Jose/Evergreen Community College District

Attachment