



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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June 30, 2008

Ms. Kathryn Lehner
Superintendent/President
Mendocino College
1000 Hensley Creek Road
Ukiah, CA 95482

Received

JUL 08 2008

President's Office
Mendocino College

Dear President Lehner:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 4-6, 2008, reviewed the institutional self study report and the report of the evaluation team which visited Mendocino College on Monday, March 3-Thursday, March 6, 2008. The Commission took action to reaffirm accreditation with the requirement that the College complete two reports. The first Report will be due **March 15, 2009**; the second Report will be due **March 15, 2010**.

The Report of **March 15, 2009** should demonstrate the institution's resolution of the recommendation noted below:

Recommendation 1: As noted in recommendations 1,3,4 and 7 contained in the 2002 Accreditation Evaluation Report, the team recommends that the College:

- Complete the reorganization of committees and planning structure to improve the planning process;
- Make effective use of program review data and incorporate an assessment of student learning outcomes in all areas; and,
- Engage in dialogue for assessing institutional effectiveness and student success.

The College should move immediately to:

- Develop an educational master plan, a strategic plan, facilities plan, and a technology plan;
- Develop and use measurable objectives to benchmark program and College goals; and,
- Link planning to the budget allocation process. (Standards I.A.4, I.B.1, I.B.2, I.B.3, I.B.4, I.B.5, I.B.6, I.B.7, II.A.1, II.A.2, II.A.3, II.A.6, II.B.1, II.B.3, II.B.4, II.C.1, II.C.2, III.A.1, III.A.4, III.A.5, III.A.6, III.B.1, III.B.2, III.C.1, III.C.2, III.D.1, III.D.2, III.D.3, IV.A.1, IV.A.5, IV.B.1, IV.B.2, including various subsections)

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The Report of **March 15, 2009**, should demonstrate substantial institutional progress in resolving Recommendation 2, below, with the goal of reaching proficiency level on the Commission's Rubric for Evaluating Institutional Effectiveness by 2012.

Recommendation 2: To comply with recommendation 4 contained in the 2002 Accreditation Evaluation Report, the team recommends that the College complete the development of student learning outcomes for all courses, programs, and services, that it develop methods of assessing attainment of those outcomes, and then use the assessment results as part of a continuous effort of improvement. (Standards I.B.1, II.A.1.a, II.A.1.c, II.A.2.b, II.A.2.h, II.A.3, II.A.6, II.B.4, III.A.6, III.B.2.b, III.C.2, III.D, IV.A.5, IV.B.2.b)

The Report of **March 15, 2010** should demonstrate the institution's resolution of the recommendation noted below:

Recommendation 3: In order to improve, the team recommends that the College complete installation of the Integrated Information System and maximize its potential for reporting, accountability, and assessment of institutional effectiveness, student learning, and student success. (Standards I.B.5, I.B.6, I.B.7)

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 the educational programs and services of the institution.

The Commission also appreciated the report that President Lehner provided at the Commission meeting on June 4, 2008. The President reported on the resolution of recommendations that were made by the March evaluation team visit. The College had completed the code of ethics for all employees and the consequences for the Board's violation of the code of ethics thereby fully addressing Recommendations 5 and 7 from the evaluation team report. The College also reported that all evaluations of managers would be completed by **June 30, 2008** thereby resolving Recommendation 4 from the team report. The College was also beginning the process of submitting a Substantive Change Proposal to the Commission's Substantive Change Committee which was the subject of team Recommendation 6. Mendocino College reported on having developed SLOs for 80% of its courses and having begun the implementation of the integrated information system. The Commission appreciated the College's honest self assessment and the integrity of the Self Study Report and expects that the College will remain on task on the issues of research, evaluation, assessment and resource allocation as well as the College's information technology capacity as noted in the recommendations listed above.

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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. Mendocino College must correct the deficiencies noted by **January 2010**. While Recommendations 1 and 2 identified as deficiencies were also noted by the year 2002 evaluation team, the Commission has extended Mendocino College's time to correct these deficiencies because resolution of the identified deficiencies reasonably would take more than two years to complete. The Commission notes the College's responsiveness to these recommendations from 2002 and will monitor the institution's progress toward complete resolution.

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires you to give the team report and this letter appropriate dissemination 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 team report and the self study report be made available to students and the public. Placing copies in the College library can accomplish this. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Mendocino College should submit the Midterm Report by **March 15, 2011**. Midterm Reports indicate continued resolution toward meeting the evaluation team's recommendations and forecast where the College expects to be by the time of the next comprehensive evaluation. The report also includes a summary of progress on College-identified plans for improvement as expressed in the self study.

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 development of Mendocino College. The next comprehensive evaluation of the College will occur during **Spring 2014**.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited Colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

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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. Meridith Randall, Accreditation Liaison Officer
Board President, Mendocino CCD
Dr. Thom M. Armstrong, Team Chair
Evaluation Team Members