



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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February 3, 2009

Mr. Peter Garcia
President
Los Medanos College
2700 East Leland Road
Pittsburg, CA 94565

Dear President Garcia:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2009, reviewed the institutional Self Study Report and the report of the evaluation team which visited Los Medanos College on Monday, October 13-Thursday, October 16, 2008. The Commission took action to reaffirm accreditation, with a requirement that the college complete a Follow-Up Report by **October 15, 2009**. The Commission also took action to require the college complete a Focused Midterm Report by **October 15, 2011**.

The Follow-Up Report of **October 15, 2009**, should demonstrate the institution's resolution of the recommendations and concerns as noted below:

College Recommendation 1: Although the college has made significant strides in developing institutional and program SLOs, the team found that approximately 75% of the college's courses do not have student learning outcomes as part of the course outline of record. Therefore, the team encourages the college to accomplish what it set out to do in meeting its timeline for reaching proficiency in its course level SLOs by 2012. Furthermore, the team recommends that that process be implemented so that by 2012 the college will have developed and implemented methods for assessing those SLOs and use the results of those assessments to improve student learning in all of its courses. (Standards IB1, IIA1a, IIA1c, IIA2a, IIA2b, IIA2e, IIA2f, IIA2g, IIA2h, IIA2i, IIA3, IIA6, IIA6a, IIB4, IIC1a, IIC2, IIIA1c.)

With regard to Recommendation 1, the Commission asks that Los Medanos College analyze its timeline for full implementation by the Commission's 2012 deadline and determine whether it needs to take any action to increase the rate of institutional progress.

District Recommendation 1: In order to improve its resource allocation process, the district should expedite development of a financial allocation model including the following (III.C.1, III.D.1.a, III.D.2.a, and III.D.3, IV.3.c):

- a. The model as a whole;
- b. Funding for adjunct faculty in a way that will support the district and college intentions to increase student enrollment;
- c. Technology funding.

The Focused Midterm Report of **October 15, 2011**, should address all the team's recommendations with special emphasis on the recommendations below:

College Recommendation 1: Although the college has made significant strides in developing institutional and program SLOs, the team found that approximately 75% of the college's courses do not have student learning outcomes as part of the course outline of record. Therefore, the team encourages the college to accomplish what it set out to do in meeting its timeline for reaching proficiency in its course level SLOs by 2012. Furthermore, the team recommends that that process be implemented so that by 2012 the college will have developed and implemented methods for assessing those SLOs and use the results of those assessments to improve student learning in all of its courses. (Standards IB1, IIA1a, IIA1c, IIA2a, IIA2b, IIA2e, IIA2f, IIA2g, IIA2h, IIA2i, IIA3, IIA6, IIA6a, IIB4, IIC1a, IIC2, IIIA1c)

College Recommendation 2:

The team recommends that the college develop mechanisms to ensure the closer alignment of the Brentwood Center with college operations, services, and practices. (IIB3a, IIC.1.c, III.C.1.c, IVA.1)

College Recommendation 3:

In order to increase effectiveness and respond fully to the previous team recommendation, the team recommends the college implement an integrated professional development plan to ensure employees have regular structured trainings on information technology and instructional design. (Standard III.C.1.d)

District Recommendation 2:

In order to meet the standard, the district should establish a written code of professional ethics which includes managers. (III.A.1.d)

District Recommendation 3:

In order to meet the standard, the district should integrate student learning outcomes into the evaluation process for those who have a direct responsibility for student progress toward achieving student learning outcomes. (III A 1 c)

District Recommendation 4:

In order to meet standards, the district should develop a policy and implement procedures for evaluating the effectiveness of the district's administrative organization, the delineation of responsibilities of the district and the colleges, and the governance and decision making structures. The results should be widely communicated and used as a basis for improvement. (IV.A, IV.A.1, IV.A.2, IV.A.3, IV.B.3, IV.B.3.a, IV.B.3.b, IV.B.3.e, IV.B.3.f, IV.B.3.g)

I also wish to inform you that under U.S. Department of Education regulations, institutions are expected to correct deficiencies within a two-year period or the Commission must take action including possible termination of accreditation.

A final copy of the evaluation team report is enclosed. Please discard any previous versions you may have. 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 the Chancellor, 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.

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.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Los Medanos College should submit the Midterm Report by **October 15, 2011**. The Commission will send a reminder to the college about the Midterm Report; a description of reporting requirements can be found on the Commission's website.

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 Los Medanos College. The next comprehensive evaluation of the college will occur during **Fall 2014**.

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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.

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: Dr. Helen Benjamin, Chancellor, Contra Costa CCD
Mr. Richard Livingston, Accreditation Liaison Officer
Board President, Contra Costa CCD
Dr. Kathryn Jeffery, Team Chair
Evaluation Team Members