



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 1, 2012

Dr. Judy Miner
President
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

Dear President Miner:

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 Foothill College Monday, October 24-Thurseday, October 27, 2011. The Commission took action to reaffirm accreditation, with a requirement that the College complete a Follow-Up Report. The report will be followed by a visit by Commission representatives.¹

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.

Recommendation 1: Institutionalize Integrated Planning

To fully meet the Standards, the team recommends that the college institutionalize its new integrated planning model through a systematic cycle of evaluation, planning, resource allocation, implementation, and re-evaluation. Evaluations should be informed by quantitative and qualitative data analysis in both instructional and non-instructional areas. Particular attention should be paid to communication and dialogue about both the process and its results throughout the college. (I.B.2, I.B.3, I.B.5, I.B.6, I.B.7, IV.A.3, IV.A.5)

¹ 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).

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Recommendation 2: Student Learning Outcomes

In order to meet the Commission's 2012 expectation for meeting student learning outcomes Standards that require the identification and assessment of appropriate and sufficient student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, the team recommends that the college accelerate the assessment of program-level student learning outcomes, service area outcomes, and administrative unit outcomes, and use the results to make improvements. (II.A.1.c, II.A.2.e, II.B.4, II.C.2)

Recommendation 3: Comparable Support Services

To fully meet the Standard, the college must ensure equitable access to all of its students by providing appropriate, comprehensive, and reliable student and learning support services regardless of location or delivery method. (II.B.3, II.B.3.a, II.B.4, II.C.1.c)

Recommendation 4: SLOs and Faculty Evaluation

In order to meet the Commission's 2012 expectation for meeting student learning outcomes Standards, the team recommends that the college and the faculty association work together to incorporate student learning outcomes into the faculty evaluation process. (III.A.1.c)

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. Foothill College must correct the deficiencies noted by **October 2013** or the Commission will be compelled to act.

The College conducted a comprehensive self study as part of its evaluation. The Commission requires that the plans for improvement of the institution included in its self study efforts be used to support the continuing improvement of Foothill 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 Evaluation Team 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.

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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.

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. Linda Thor, Chancellor, Foothill-DeAnza Community College District
Mr. Kurt Hueg, Accreditation Liaison Officer
Board President, Foothill-DeAnza Community College District
Dr. Cindy Miles, Team Chair