



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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July 3, 2013

CORRECTED LETTER

Dr. Loretta Adrian
President
Coastline Community College
11460 Warner Avenue
Fountain Valley, CA 92708

Dear President Adrian:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 5-7, 2013, reviewed the Institutional Self Evaluation Report and the report of the External Evaluation Team that visited Coastline Community College March 18-21, 2013.

The Commission acted to issue **Warning** and require that Coastline Community College correct the deficiencies noted. The College is required to complete a **Follow-Up Report** by **March 15, 2014**. The Report must demonstrate resolution of the deficiencies noted in the 2013 Evaluation Report: District Recommendations 1, 2, 3, and 4, Commission Recommendation 1, and College Recommendations 1, 2, 3, 4, 5, and 6. The Report will be followed by a visit of Commission representatives.¹

Warning is issued when the Commission finds that an institution has pursued a course deviating from the Commission's Eligibility Requirements, Accreditation Standards or Commission policies to an extent that gives concern to the Commission. The Commission may require an institution to correct its deficiencies, refrain from certain activities, or initiate certain activities. The Commission will specify the time within which the institution must resolve deficiencies, and may require additional reports and evaluation visits. During the warning period, reaffirmation is delayed, but the institution remains accredited and will be reaffirmed when the issues giving rise to the warning are fully resolved and the institution is removed from warning.

The Follow-Up Report of March 2014 should demonstrate that the institution has fully addressed the recommendations noted below, resolved the deficiencies, and now meets all Eligibility Requirements and Accreditation Standards identified in the External Evaluation Team Report and the recommendations.

District Recommendation 1: To meet the Standard, and as recommended by the 2007 team, the team recommends that faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes. (Standard III.A.1.c)

Dr. Loretta Adrian
Coastline Community College
July 3, 2013

District Recommendation 2: To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board and district follow their policies regarding the delegation of authority to the Chancellor for effective operation of the district and to the college presidents for the effective operation of the colleges. Further, the team recommends that the district develop administrative procedures that effectively carry out delegation of authority to the Chancellor and the college presidents. (Standards IV.B.1.j, IV.B.3.a, IV.B.3.g)

District Recommendation 3: To meet the Standard, the team recommends that the Board of Trustees follow its established process for self-evaluation of Board performance as published in its board policy. (Standard IV.B.1.g)

District Recommendation 4: To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board implement a process for the evaluation of its policies and procedures according to an identified timeline and revise the policies as necessary. (Standard IV.B.1.e)

Commission Recommendation 1: To meet the Standards, the District needs to examine the role of the four board employees who report directly to the Board of Trustees to ensure there is no conflict with the delegation of authority of the Chancellor and the college presidents. (Standard IV.B.3.a, IV.B.3.b)

College Recommendation 1: To meet the Standard, the team recommends that the College complete the process of developing institutional effectiveness measures so that the degree to which college goals are achieved can be determined and widely discussed. (Standards I.B, I.B.2, I.B.3)

College Recommendation 2: To increase effectiveness, the team recommends that the College assure the effectiveness of its ongoing planning and resource allocation processes by completing a systematic review of all parts of the cycle in a purposeful and well documented manner as outlined in the 2011 *Educational Master Plan* and the 2012 *Planning Guide*. (Standards I.B, I.B.6)

College Recommendation 3: To meet the Standards, the team recommends that the College fully complete the cycle of assessment and the documentation of how the results of these assessments are used for institutional improvement for course-level and degree/certificate-level student learning outcomes, general education and institutional learning outcomes, student support services outcomes, learning resources outcomes, and administrative services outcomes. (Standards I.B, I.B.1, II, II.A, II.A.1.c, II.A.2.e, II.A.2.f, II.A.3, II.A.6, II.A.6.a, II.B, II.B.4, II.C, II.C.2)

Dr. Loretta Adrian
Coastline Community College
July 3, 2013

College Recommendation 4: To meet the Standards, the team recommends that the College ensure that the program review cycle for all student services, learning resources, and administrative services is systematic and integrated into college planning and resource allocation processes. (Standards I.B, I.B.1, I.B.3, I.B.6, II.A, II.A.2, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6.b, II.B, II.B.3.c, II.B.4, II.C, II.C.2)

College Recommendation 5: To increase effectiveness, the team recommends that the College work with the District to ensure a sufficient number of full-time faculty to support the College's future student population as projected in the *Educational Master Plan* in support of the institutional mission. (Standards I.B.1, I.B.4, II.A.2.a, II.B.3.c, II.C.1.a, III.A.2, III.A.6, IV.A.1, IV.A.2, IV.A.2.a, IV.A.2.b, IV.A.3)

College Recommendation 6: To meet the Standard, the team recommends that the College work with the District to ensure that all personnel are evaluated systematically at stated intervals. (Standard III.A.1.b)

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. Coastline Community College must correct the deficiencies noted in Recommendations above no later than March 15, 2015, or the Commission will be required to take adverse action.

The External Evaluation Report provides details of the team's findings with regard to each Eligibility Requirement and Accreditation Standard and should be read carefully and used to understand the team's findings. The recommendations contained in the External Evaluation Team Report represent the best advice of the peer evaluation team at the time of the visit, but may not describe all that is necessary to come into compliance.

Institutions are expected to take all actions necessary to comply with Eligibility Requirements, Accreditation Standards and Commission policies. The Commission wishes to remind you that while an institution may concur or disagree with any part of the report, the College is expected to use the External Evaluation Report to improve educational programs and services and to resolve issues identified by the Commission.

The College conducted an educational quality and institutional effectiveness review as part of its self evaluation. The Commission suggests that the plans for improvement of the institution included in its Self Evaluation Report be used to support the continuing improvement of Coastline Community College.

Dr. Loretta Adrian
Coastline Community College
July 3, 2013

A **final** copy of the External Evaluation Report is enclosed. Additional copies may now be duplicated. The Commission requires you to give the Evaluation Report and this letter dissemination to your College staff and to those who were signatories of your College Self Evaluation Report. This group should include the campus leadership, the Chancellor, and the Board of Trustees.

The Commission also requires that the Institutional Self Evaluation Report, the External Evaluation 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 External Evaluation Report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above. Please do not hesitate to contact us.

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 integrity, effectiveness and educational quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Vince Rodriguez, Accreditation Liaison Officer
Dr. Andrew C. Jones, Chancellor, Coast Community College District
President, Board of Trustees
Mr. Randall Lawson, Executive Vice President, Santa Monica College, Team Chair

Enclosure

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. The Guidelines contain the background, requirements, and format for each type of report and presents sample cover pages and certification pages. The Guidelines are available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).