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July 12, 2012

Dr. Susan Clifford
Vice President of Operations
Accrediting Commission for Community and Junior Colleges
10 Commercial Blvd., Suite 204
Novato, CA 94949

Re: Intention to Expand Existing Program

Dear Dr. Clifford:

I am writing to update you and the Commission about Coastline's *Education Bound U.S. (EBUS)* program which was approved via substantive change by ACCJC/WASC in April 2010. As relayed to you in the letter from Joycelyn Groot, Dean of Contract Education for Coastline, sent to you March 20, 2012 (enclosed), Coastline is preparing to replicate its program model at several new sites.

Since the writing of that notification letter, Coastline has been requested to provide curriculum for a full A.S. degree program in business administration for the *Vietnam Aviation Academy (VAA)*, www.hocvienhangkhong.edu.vn located in Ho Chi Minh City, Vietnam. In this program we will provide students with an American college experience that includes English language assessment and training, academic counseling services, U.S. college preparation and application workshops, student and parent orientations, U.S. cultural training, faculty development services, and college-level courses meeting requirements for an A.S. in business administration and lower division transfer requirements in preparation for admission to a United States college or university.

Coastline has also been approached by Times Media Co. Ltd., a Korean English Language Academy, to partner with them and *The Seoul Digital University (SDU)* www.sdu.ac.kr in Seoul. They have asked us to provide first- year lower-division IGETC college curriculum, delivered online, for qualifying students interested in pursuing a business administration or biology degree. Our program there would also provide academic counseling services, U.S. college preparation and application workshops, student and parent orientations, and U.S. cultural training. Upon successful completion of the first year of curriculum students will transfer to Coastline or another community college to complete their A.A. or A.S. degree.

These programs will all adhere to ACCJC standards of accreditation and we will conduct regular cycles of program review as we do with all CCC programs in the U.S. We recognize that professional self-regulation is the most effective means of assuring integrity, effectiveness, and quality.

We are presently completing our self-evaluation in preparation of the Accreditation team site visit scheduled for March 2013. At this time Coastline is asking if we need to submit a substantive change

proposal for either or both of the proposed programs. Also, your materials state that colleges should not submit a Substantive Change Proposal within six months prior to a site visit. How do you recommend we proceed?

Thank you for your attention to this request and we look forward to hearing your reply. If you have any questions, please do not hesitate to contact me at (714) 24-6110 or lmelby@costline.edu.

Sincerely,



Laurie Melby
Program Director, Education Bound U.S. (EBUS)

CC: Dr. Loretta Adrian
Dr. Vince Rodriguez
Dr. Gayle Berggren

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