



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 1, 2012

Mr. Joe Wyse
Superintendent/President
Shasta College
P. O. Box 496006
Redding, CA 96049

Dear President Wyse:

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 Shasta College Monday, October 24-Thursday, October 27, 2011. The Commission acted to place Shasta College on **Probation** effective immediately and to require that the College submit a Follow-Up Report. The report will be followed by a visit of Commission representatives.¹

Probation is issued when the Commission finds that an institution deviates significantly from the Commission's Eligibility Requirements, Accreditation Standards, or policies, or fails to respond to actions and conditions imposed by the Commission. The accredited status of the institution continues during the probation period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the sanction are resolved. Probation is being imposed at this time for deficiencies addressed by Recommendations 1 and 3 and Eligibility Requirements 17 and 19.

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.

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).

Recommendation #1

As was noted in the 2005 evaluation team report, and in the 2008 ACCJC Follow-up Visit Report, in order to meet the Standards and Eligibility Requirement #19, the college must establish an integrated, comprehensive and linked planning process that ensures an ongoing, systematic, and cyclical process to include evaluation, planning, resource allocation, implementation, re-evaluation, and one that ties fiscal planning to the college's Strategic Plan and Educational Master Plan. Critical to this planning process is expediting completion of the Educational Master Plan (I.A.4, I.B.2, I.B.3, I.B.4, I.B.5, I.B.7, III.A.2, III.B.2.a, III.B.2.b, III.C.2, III.D.1, III.D.1.c, III.D.3, and Eligibility Requirement #19).

Recommendation #2

In order for the college to attain proficiency and meet Standards on student learning outcomes by the Commission's 2012 deadline, the team recommends that the college identify student learning outcomes for all courses, programs, certificates, and degrees, assess student attainment of the intended outcomes, use assessment results to plan and implement course/program/service improvements, and assess student attainment of intended outcomes to evaluate the effectiveness of those improvements (I.B.1, II.A.1.a, II.A.1.c, II.A.2.a, II.A.2.e, II.A.2.g, II.A.2.h, II.B.4, II.C.2, III.A.1).

Recommendation #3

In order to achieve Sustainable Continuous Quality Improvement level in Program Review, the college should complete the development of its new Program Review process and implement a cycle of review for all areas of the college in order to adequately assess and improve learning and achievement, and institutional effectiveness (I.B.3, I.B.5, I.B.6, I.B.7, II.A.2, II.A.2.a, II.A.2.e).

Recommendation #4

In order to improve upon the integrated institutional planning and participatory governance processes, the college should undertake a review of its governance committee structure and functions and communicate to all college constituents the results of this review (IV.A.1, IV.A.2.a, IV.A.2.b, IV.A.3, IV.A.5).

Eligibility Requirement 17 Financial Resources: The institution's financial planning is not thoroughly integrated with other planning activities of the College.

Eligibility Requirement 19 Institutional Planning and Evaluation: While Shasta College engages in institutional planning and assessment, the process is not yet fully integrated, comprehensive, or linked. Critical to this process is the completion of an Educational Master Plan.

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.

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Shasta College is being granted additional time to correct the deficiencies for good cause and must correct the deficiencies noted in the 2005 team Recommendations, and Eligibility Requirements 17 and 19, by **October 2012** or the Commission will be compelled to act.

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 campus leadership and the Board of Trustees.

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.

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

Finally, ACCJC staff is available to assist the college with consultation and advice on the issues identified in the recommendations noted above.

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 quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Ms. Sandra Hamilton Slane, Accreditation Liaison Officer
Board President, Shasta-Tehama-Trinity Community College District
Dr. Thom Armstrong, Team Chair
Ms. Martina Fernandez-Rosario, U.S.D.E