



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 7, 2014

Dr. J. Laurel Jones, Superintendent/President
Cabrillo College
6500 Soquel Avenue
Aptos, CA 95503

Dear President Jones:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 8-10, 2014 reviewed the Institutional Self Evaluation Report and the Report of the External Evaluation Team that visited Cabrillo College October 14 to 17, 2013.

The Commission took action to **reaffirm accreditation**. Reaffirmation is granted when the institution substantially meets or exceeds the Eligibility Requirements, Accreditation Standards and Commission policies. The College Recommendations are directed toward strengthening the institution, not correcting situations where the institution fails to meet the Eligibility Requirements, Accreditation Standards, and Commission policies. The institution is required to submit a Midterm Report in the third year of the six-year accreditation cycle.

Cabrillo College should submit the **Midterm Report by October 15, 2016**. A Midterm Report indicates resolution of the team recommendations made for improvement (noted below), includes a summary of progress on College-identified plans for improvement as expressed in the Self Evaluation Report, and forecasts where the College expects to be by the time of the next comprehensive evaluation.¹

Improvement of Institutional Effectiveness:

Recommendations have been made for Cabrillo College to improve institutional effectiveness. Recommendations for improvement may be made to highlight areas for continuing or expanding excellent practices. Recommendations for improvement may also be made when an institution is currently in compliance with Standards, but additional levels of effort should be demonstrated in the future. In the Commission's experience, these recommendations may provide indicators of possible future noncompliance if left unattended by the institution. The College should plan to fully address all improvement recommendations in the Midterm Report.

Dr. J. Laurel Jones, Superintendent/President
Cabrillo College
February 7, 2014

Recommendation 1:

In order to improve effectiveness, the team recommends that the College build on its extensive, meaningful dialogue and develop a plan to document and assess institutional effectiveness more thoroughly through a culture of evidence embedded in codified roles, systems, and processes (I.B, IV.A).

Recommendation 2:

In order to improve effectiveness, the team recommends that the College clarify and document its definition of a program and include the evaluation and improvement of all degree offerings in the program review and planning process (II.A.1.c).

Recommendation 3:

In order to improve effectiveness, the team recommends that the College expand and enhance its governance manual to clarify the roles and responsibilities of each of the college governance elements. In addition, the team recommends that the College develop a clear process and timeline for the evaluation and continuous improvement of the college planning and decision-making processes (IV.A.2, IV.A.5).

Recommendation 4:

In order to improve effectiveness, the team recommends greater use of and evaluation of evidentiary data with a systematic process for capturing evidence of decisions and disseminating the results widely for use by all appropriate college constituents (IV.A.3).

Cabrillo 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 efforts be taken into account in the continuing improvement of the College.

The External Evaluation Report that was sent to the institution 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 Report represent the best advice of the peer evaluation team at the time of the visit. Institutions are expected to take all action necessary to continuously 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, Cabrillo College is expected to use the External Evaluation Report to improve educational programs and services.

Dr. J. Laurel Jones, Superintendent/President
Cabrillo College
February 7, 2014

I have previously sent you a copy of the External Evaluation Report. Additional copies may now be duplicated. The Commission requires that the College give the Institutional Self Evaluation Report, the External Evaluation Team Report, and this letter appropriate dissemination to College staff and to those who were signatories of the College Self Evaluation Report. This group should include the campus leadership and the Board of Trustees.

The Commission also requires that the College's Institutional Self Evaluation Report, the External Evaluation Team 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 Team 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 educational quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

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¹Institutions 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*. It 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: (<http://www.accjc.org/college-reports-accjc>).