



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

Chairperson
LURELEAN B. GAINES
East Los Angeles College

Vice Chairperson
MICHAEL T. ROTA
University of Hawaii

President
BARBARA A. BENO

Vice President
SUSAN B. CLIFFORD

Vice President
STEVE MARADIAN

Vice President
GARMAN JACK POND

Associate Vice President
LILY OWYANG

June 30, 2010

Dr. Chui Tsang
Superintendent/President
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Dear President Tsang:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 9-11, 2010, reviewed the institutional Self Study Report and the report of the evaluation team which visited Santa Monica College Monday, March 8-Thursdays, March 11, 2010. The Commission took action to reaffirm accreditation, with a requirement that the College complete a Follow-Up Report.

The Commission requires that the Follow-Up Report be submitted by **October 15, 2010**. The Follow-Up Report should demonstrate the institution's resolution of the recommendations as noted below:

Recommendation 1: To meet the standards, the team recommends that the college complete the development of a sustainable comprehensive master planning process with the Master Plan for Education at its core. The resultant multi-year plan should contain explicit links to instructional and student services programs, human resources, facilities, technology, and other planning needs that are revealed by the program review process or other assessments of institutional effectiveness. The team further recommends that the college work to achieve among its constituents a uniform understanding of the planning cycle and documentation processes through a mechanism accessible to all audiences regardless of their previous experience with the institution (Standards I.A.1, I.A.4, I.B.1, I.B.3, I.B.4, I.B.6, I.B.7, II.A.1.a, II.A.1.c, II.A.2.f, III.A.6, III.B.2.b, III.C.2, III.D.3, IV.A.5, and IV.B.2.b).

Recommendation 3: To meet the standards, the team recommends that the college evaluate the efficacy of the current staffing model for the institutional research function with a goal of providing timely, in-depth analysis of effectiveness measures and other key institutional metrics to move the college toward the goal of becoming a culture of evidence (Standards I.B.3, I.B.4, I.B.6, I.B.7, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.g, and II.B.3).

Commission Reminder: The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds Santa Monica College that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, and II.C.2).

Dr. Chui Tsang
Santa Monica College
June 30, 2010
Page Two

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. Santa Monica College must correct the deficiencies noted by **June 2012** or the Commission will be compelled to act.

All colleges are required to submit a Midterm Report in the third year after each comprehensive evaluation. Santa Monica College should submit the Midterm Report by **March 15, 2013**. The Midterm Report describes resolution of any team recommendations made for improvement, includes a summary of progress on college-identified plans for improvement as expressed in the Self Study Report, and forecasts where the College expects to be by the time of the next comprehensive evaluation.

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 that document be taken into account in the continuing improvement of Santa Monica College. The next comprehensive evaluation of the College will occur during Spring 2016.

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 report, the College is expected to use the Evaluation Team Report to improve the educational programs and services of the institution.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires you to give the Evaluation Team Report and this letter appropriate dissemination to your college staff and to those who were signatories of your college Self Study Report. This group should include the campus leadership and the Board of Trustees. The Commission also requires that the Evaluation Team Report and the Self Study Report be made available to students and the public. Placing copies in the college library can accomplish this. 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: Mr. Randal Lawson, Accreditation Liaison Officer
Board President, Santa Monica Community College District
Dr. Raul Rodriguez, Team Chair

**Accrediting Commission for Community College
Western Association of Schools and Colleges**

PREPARATION OF A FOLLOW-UP REPORT

A **Follow-Up Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Follow-Up Report requires that the institution provide information, evidence, and analysis regarding the resolution of the recommendations to which it was directed by the Commission's Action Letter. The institution's report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

Follow-Up Report Format

The following format for the report should be used:

1. **Cover Sheet**
Include the date of submission, the name and address of the institution, and a notation that this is a Follow-Up Report.
2. **Table of Contents**
3. **Statement on Report Preparation**
The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. **Response to Team Recommendations and the Commission Action Letter**
Each recommendation identified by the Commission in its action letter should be identified and discussed. The report should describe the resolution of each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. **Governing Board Review**
The **Follow-Up Report** must be reviewed by the Governing Board prior to its submission.

The institution is required to send **three copies** of its report to the Commission **plus an electronic version**. The hard copies of the report should be sent to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949. The electronic version of the report should be transmitted to **accjc@accjc.org**.