



**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

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East Los Angeles College

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Associate Vice President
LILY OWYANG

October 27, 2009

Dr. Erlinda Martinez
President
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706

Dear President Martinez:

At the meeting of January 7-9, 2009, the Accrediting Commission for Community and Junior Colleges took action with regard to Santa Ana College, which included a Follow-Up Report and visit. This letter will confirm that the visit will take place Tuesday, November 17, 2009. Please send copies of the institutional Follow-Up Report to the team.

The team roster is attached. Should any member of this team represent a conflict of interest or otherwise warrant attention, please contact me promptly. The team will devote its attentions primarily to the matters that are identified in the Action Letter (attached) and to which the report is directed. You will be hearing from the team chair to discuss the visit and take care of any logistical matters that might be involved.

Upon completion of the visit, the Team Chair will prepare a short report which will be presented to the Commission at its meeting in January 6-8, 2010. Soon after the meeting the College will be informed of the action taken by the Commission. I must remind you that after the visit the College will be billed for the visit itself (direct costs plus fifteen percent for office overhead).

Thank you for all of your work in support of accreditation processes. Quality assurance, institutional effectiveness and ongoing improvement can only result with the kind of special efforts that you and Santa Ana College are making.

Sincerely,

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Mr. Norman Fujimoto, Accreditation Liaison Officer

Enclosure: Action Letter, Team Roster



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Associate Vice President
LILY OWYANG

Business Officer
DEANNE WILBURN

ITAS
TOM LANE

February 3, 2009

Dr. Erlinda Martinez
President
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706

Dear President Martinez:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2009, reviewed the institutional Self Study Report and the report of the evaluation team which visited Santa Ana College on Monday, October 20-Thursdays, October 23, 2008. The Commission acted to issue a **Warning** and to require that Santa Ana College correct the deficiencies noted. The college is required to complete a Follow-Up Report by **October 15, 2009**. That report will be followed by a visit of Commission representatives.

A **Warning** is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's Eligibility Requirements, Accreditation Standards, or policy to an extent that gives concern to the Commission. The accredited status of the institution continues during the warning period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the warning are removed.

I also 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 maximum two-year period or the Commission must take action to terminate accreditation.

The Follow-Up Report of **October 15, 2009** must demonstrate the institution's resolution of the recommendations noted below:

College Recommendation 1

The team recommends that the college evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality.

Dr. Erlinda Martinez
Santa Ana College
February 3, 2009
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As part of this integration, the team recommends that the college resource allocation be based on plans, program reviews (Department Planning Portfolios, or DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.B.2.d, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

District Recommendation 1

The team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of this integration, the team recommends that the allocation model for resources be based on the plans, program reviews and the sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

District Recommendation 2

In order to maintain stable financial resources, the team recommends that the District reviews its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations. (Standards III.D.1.b, III.D.2.a, III.D.2.g)

District Recommendation 4

The team recommends that the district review its board evaluation policy to ensure integrity and effectiveness, and that its self-assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.A.5, IV.B.1.g)

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 team report and this letter dissemination to your college staff and to those who were signatories of your college Self Study Report. This group should include the Chancellor, campus leadership and the Board of Trustees. The Commission also requires that the 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 the report electronically to place on your web site or for some other purpose, please contact Commission staff.

Dr. Erlinda Martinez
Santa Ana College
February 3, 2009
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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.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Santa Ana College should submit the Midterm Report by **October 15, 2011**. The Commission will send a reminder to the college about the Midterm Report; a description of reporting requirements can be found on the Commission's website.

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 development of Santa Ana College. The next comprehensive evaluation of the college will occur during **Fall 2014**.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

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: Dr. Edward Hernandez, Chancellor, Rancho Santiago CCD
Mr. Norman Fujimoto, Accreditation Liaison Officer
Board President
Dr. James Meznik, Team Chair
Evaluation Team Members
Ms. Linda Henderson, U.S. DOE

October 27, 2009

Santa Ana College
Follow-Up Report and Visit
Tuesday, November 17, 2009

You are reminded to send the Report to each team member prior to the visit in addition to one electronic copy and three hard copies of the Follow-Up Report to the Commission office.

Dr. James Meznik (Chair)
Chancellor
Ventura County Community College District
255 W. Stanley Avenue, Suite 150
Ventura CA 93001
E-Mail: jmeznik@vccd.edu
Telephone: 805-652-5501
FAX: 805-652-7701

Ms. Barbara McNeice-Stallard
Director, Research & Institutional Effectiveness
Mt. San Antonio College
1100 N. Grand Ave
Walnut CA 91789
E-Mail: bmcneice-stallard@mtsac.edu
Telephone: 909-594-5611 x4109
FAX: 909-468-4126