



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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July 2, 2012

Dr. Thom Armstrong
Superintendent/President
Barstow Community College
2700 Barstow Road
Barstow, CA 92311

Dear President Armstrong:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 6-8, 2012, considered the institutional Self Study Report, the report of the evaluation team which visited Barstow Community College Monday, March 19-Thursday, March 22, 2012, and the letter submitted by President Thom Armstrong dated May 17, 2012. The Commission acted to issue **Warning** and to ask that Barstow Community College correct the deficiencies noted. The College is required to complete a **Follow-Up Report on March 15, 2013**, demonstrating resolution of the deficiencies noted in the 2012 Evaluation Report. The report will be followed by a visit of Commission representatives.¹

Warning is issued when the Commission finds that an institution has pursued a course deviating from the Commission's Eligibility Requirements, Accreditation Standards or Commission policies to an extent that gives concern to the Commission. The Commission may require an institution to correct its deficiencies, refrain from certain activities, or initiate certain activities. The Commission will specify the time within which the institution must resolve deficiencies, and may subject the institution to required reports and evaluation visits. During the warning period, reaffirmation is delayed, but the institution remains accredited and will be reaffirmed when the issues giving rise to the warning are fully resolved and the institution is removed from warning.

The Commission notes that in several areas, Barstow Community College's work toward meeting requirements for ongoing assessment, planning, resource allocation, and improvement is not fully completed. The Commission is particularly concerned that Barstow Community College takes the steps necessary to assure that its distance education courses can demonstrate they meet federal regulatory requirements, and notes the team could not find evidence substantiating that these requirements are met.

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The Follow-Up Report should demonstrate that the institution has fully addressed the recommendations noted below, resolved the deficiencies, and now meets all Accreditation Standards identified in the Evaluation Team Report and the recommendations.

Recommendation 1: In order to fully meet the standards, the team recommends that the College further define and clarify in sufficient operational detail the conceptual planning models to include responsible positions and parties, timelines, linkages, and ongoing and systematic evaluation of its planning processes (I.A.3, I.B.4, I.B.6, I.B.7).

Recommendation 2: In order to fully meet the standards and address the previous recommendation, and to meet U.S.D.E. regulatory requirements for distance education, the team recommends that the College move towards a fully interactive distance education platform that includes regular and effective instructor contact, and documentation of that contact. (II.A.1.b, II.A.2.d)

Recommendation 3: In order to meet the standard and achieve the commission's requirements for implementation of learning outcomes assessment for 2012, the team recommends that the College must act immediately to:

- Complete and document all student learning outcomes (SLOs) for all courses and programs (II.A.1.c, II.A.2.a, II.A.2.e, II.B.4)
- Distribute the student learning outcomes (SLOs) to students (II.A.6)
- Distribute the student learning outcomes (SLOs) to adjunct faculty (I.B.5)
- Document assessment at all levels of outcomes, including course, program, core competencies (I.B.7, II.A.2.a, II.A.2.a, II.A.2.e, II.B.4)
- Document improvement in student learning (II.A.1.c, II.B.4)
- Link evidence of student learning outcome (SLO) assessment to planning and resource allocation

(I.B, I.B.3, I.B.4, I.B.6, III.D.3).

Recommendation 4: In order to meet the standards, the team recommends that the institution develop appropriate planning documents to integrate institutional planning efforts:

- a) Strategic Plan
- b) Human Resources Staffing Plan
- c) Facilities Master Plan
- d) Professional Development Plan

(I.B.3, III.A.5.a, III.A.5.b, III.A.6, III.B)

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Recommendation 5: In order to fully meet the standard, the team recommends that the College establish a systematic evaluation process to generate data that will inform opportunities for improvement in all governance structures, institutional processes, and practices. (I.B.7, IV.A.5)

Recommendation 7: In order to fully meet the standards, the team recommends that the College refine and fully implement the process which clearly links resource allocation with integrated institutional planning. The team also recommends that the resource allocation and planning process include setting priorities for funding institutional improvements (III.D, III.D.1, III.D.1.a, III.D.1.d).

Recommendation 8: In order to fully meet the standards, the team recommends that the College establish funding priorities that clearly links to the institutional goals, strategic priorities and mission statement. The team also recommends that items which impact student learning are given funding priority. (I.B, I.B.3, I.B.4, I.B.6, III.D.3, III.D.1, III.D.1.a, III.D.1.b).

Recommendation 10: In order to fully meet the standards, the team recommends that the College clarify institutional priorities and streamline the budget process to insure that the result of program reviews are closely aligned with all institutional goals (I.B, I.B.3, I.B.4, I.B.6, III.D.3).

Recommendation 11: In order to meet the standards and address the previous recommendation, the team recommends that the College develop a method that provides a direct linkage in the planning process to the resource allocation process for technology and distance education, and secure an identifiable, stable and ongoing budget for those activities (III.C.1.a III.C.1.d).

Recommendation 12: In order to fully meet the standards, the team recommends that all College units develop systems to completely implement and sustain program review across the institution resulting in appropriate improvements in student achievement and learning. (IB.3, IB.7, II.A.1, II.A.1.a, II.A.1.b, II.A.1.c, II.A.2.e, II.A.2.f, II.B.4, II.C.2, III.A.6, III.B.2.b, III.C.2, III.D.3, IV.A.1, IV.A.5, IV.B.2.b)

Recommendation 13: In order to fully meet the standards, the team recommends that the College strengthen its ability to implement, document, and evaluate its plans to support ongoing and systematic dialogue about institutional effectiveness. (I.B.2, I.B.3, I.B.4, I.B.5)

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In addition, by the time of its **Midterm Report due in March 2015**, the institution is required to fully address Recommendations 6 and 9, which call for an update of Board policies and administrative procedures and the review of all College contracts for alignment with the College mission.

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. Barstow Community College must correct the deficiencies noted no later than **March 2014**.

The Evaluation Team 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 Evaluation Team Report represent the best advice of the peer evaluation team at the time of the visit, but may not describe all that is necessary to come into compliance. Institutions are expected to take all actions necessary to comply with Eligibility Requirements, Accreditation Standards and Commission policies. The Commission reminds you that while an institution may concur or disagree with any part of the report, Barstow Community College is expected to use the Evaluation Team Report to improve educational programs and services and to resolve issues identified by the Commission.

The College conducted a comprehensive self study as part of its comprehensive 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 Barstow Community College.

The ACCJC has previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires you to give the Evaluation 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 campus leadership and the Board of Trustees. The Commission also requires that the Evaluation Report, the Self Study Report and the Commission action letter be made available to students and the public. Placing copies on the College website can accomplish this.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above. Please feel free to call us.

Dr. Thom Armstrong
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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: Dr. David Grossman, Accreditation Liaison Officer
President, Board of Trustees
Dr. Roger Schultz, Superintendent/President, Mt. San Jacinto College, Team Chair

¹ Institutions 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>).