



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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February 3, 2009

Dr. Judy Miner
President
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

Dear President Miner:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2009, reviewed the Focused Midterm Report submitted by Foothill College. The purpose of this review was to assure the recommendations made by the evaluation team have been resolved and the college has addressed the self-identified plans for improvement which were included in the institutional self study.

The Commission took action to accept the Focused Midterm Report with the requirement that the college complete a Follow-Up Report. The report must be submitted by **October 15, 2009** on the recommendation noted below:

Recommendation #4

The team recommends that all instructional and non-instructional areas inclusive of student services and other administrative service areas further develop well-defined and measurable student learning outcomes and evaluate these outcomes to increase effectiveness.

[Standard II.A.2.a]

With regard to Recommendation 4, the Commission is concerned that at the current rate, Foothill College will have difficulty meeting the Commission's 2012 deadline for compliance with standards related to student learning outcomes and needs to accelerate its efforts to fully address the recommendation. The institution's relative inaction on this matter to date means extraordinary work must be done to comply with the 2012 deadline.

The Focused Midterm Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation.

Dr. Judy Miner
Foothill College
February 3, 2009
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The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include the Chancellor, campus leadership, and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this.

Please note that the next comprehensive evaluation of Foothill College will occur in **Fall 2011**.

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. Martha Kanter, Chancellor, Foothill-DeAnza CCD
Mr. Richard Galope, Accreditation Liaison Officer
Board President, Foothill-DeAnza CCD

**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 issues 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. **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**.