



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
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Vice Chairperson
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East Los Angeles College

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Business Officer
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ITAS
TOM LANE

Administrative Assistant
CLARE GOLDBERG

September 20, 2007

Frank Chong
President
Laney College
900 Fallon Street
Oakland, CA 94607

Dear President Chong:

This letter is to remind you that your institution is scheduled to submit two Progress Reports on **March 15, 2008**. The reports will be followed by a visit by Commission representatives.

I am enclosing a copy of the action letter and guidelines for preparing a Progress Report. Within these general guidelines, the college is free to organize the report in ways which are useful to the institution.

Please note that the institution is required to send three copies of its report to the Commission, **plus an electronic version**, and one copy to each team member. In addition, the Commission requires evidence that the report was approved by the Governing Board.

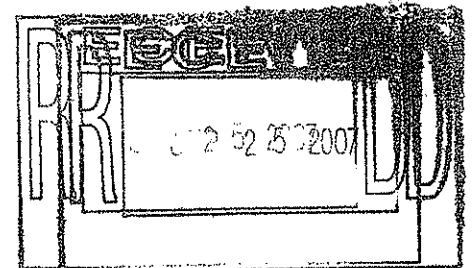
Please don't hesitate to contact us if we can provide assistance.

Sincerely,

Barbara A. Beno
President
BAB/cg

Enclosures

cc: Dr. Elnora Webb, Accreditation Liaison Officer





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June 29, 2007

Dr. Frank Chong
President
Laney College
900 Fallon Street
Oakland, CA 94607

Dear President Chong:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 6-8, 2007, reviewed the Progress Report submitted by the College and the report of the evaluation team which visited on Wednesday, April 11, 2007. The Commission took action to accept the report. The Commission notes the College has made good progress in resolving all recommendations, but that additional work is needed. In assisting the College toward sustaining its forward momentum, the Commission asks that the College complete two Progress Reports by **March 15, 2008**. The first report will be on College issues as detailed below. The second report will be on district issues specified below and will be followed by a visit by Commission representatives to the Peralta Community College District Office.

The College made several references in the March 17, 2007 report to implementation plans that apply to fall 2007 and spring 2008 in the "timeline for outcomes and assessment tasks." Also, in the same report, the College referenced draft policies that await final resolution. The Commission requests that for the first Progress Report due **March 15, 2008**, the College report on the resolution of those related recommendations as listed below.

Recommendation 2. Academic Integrity: The team recommends that the College develop and publicize a clear policy on academic integrity and delineate the processes for adjudicating issues that arise in these areas for both students and faculty. (2002 Standard I B, IB.1,2,3,4,5)

Recommendation 3. Laney Strategic Planning: The team recommends that the College assign the highest priority to completing and substantially implementing an effective, meaningful, systematic, and comprehensive institutional strategic master plan. The plan must incorporate educational, fiscal, technological, physical and human resource components, linked together with research efforts and closely integrated with the College mission statement. It should also identify short-and long-term directions for the College, timelines for implementation, individuals, responsible for each area, monitoring and follow-up strategies, and expected outcomes. (2002 Standards IB.1,2,3,4,5. IVB.1,2)

Dr. Frank Chong
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Recommendation 6. Learning Outcomes Assessment: The team recommends the College articulate a process for learning outcomes assessment and begin its implementation (2002 Standards IIA.1,2,3, IIB.3, IIC.1, III.A.B.C)

Recommendation 7. Distance Education: The team recommends that the College take steps to ensure that courses it offers through distance education meet the same standards of rigor, quality, and educational effectiveness as courses offered on campus. (2002 Standards II A.1,2,3, IIB.3, IIC.1)

The Commission also expects that all four colleges, in collaboration with the District, address the following district recommendations and provide a description of the resolution in a Progress Report by **March 15, 2008**. The visit that follows the Progress Report will be to the Peralta Community College District Office to assess the degree to which the District has resolved the recommendations described below. These recommendations have been renumbered from their original team reports as district recommendations.

District Recommendation 1 (Laney Recommendation 4): The team recommends that a district-wide plan and an implementation process be created that are strategic and systematically integrate the education, financial, physical, and human resources of the District. All planning processes should be inclusive of the four colleges and the communities served by the District. The plan should include identified institutional outcomes with criteria for evaluation on a periodic basis. It is recommended that the district-wide plan integrate the educational master plans and program reviews of the college(s). The team also recommends that the Chancellor ensure that the plan and the ongoing planning processes are communicated throughout the District. (2002 Standard IB, IIA.1, IIA.2, IIA.2.a,e,f, III.A.6, III.B.2.b, III.C.2, III.D.1.a, IVB.1,2,3)

District Recommendation 2 (Laney Recommendation 8): The team recommends that the college(s) and District jointly address administrative turnover by filling interim and temporary positions as quickly as possible to provide administrative stability for the college(s). As part of its comprehensive planning process, the college(s) should develop short-term and long-term staffing goals. (2002 Standards III.A.1, III.A.2, III.A.6, III.D.1, IV.B.1.b)

District Recommendation 3 (Laney Recommendation 10): The team recommends that the college(s) and District immediately explore and obtain acceptable short-term solutions to fill the gap in information posed by the district's current fiscal computer infrastructure. (2002 Standards IB, IVB.1,2)

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Furthermore, the Commission expects that at the time of the Comprehensive Visit in spring 2009, the college(s) and the District will have implemented and completed two annual cycles of the district's strategic plan and will have evaluated the effectiveness of that plan.

A revised copy of the evaluation team report is enclosed. Additional copies may now be duplicated. 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 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. The Progress Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation.

Please note that the next comprehensive evaluation of Laney Community College will occur during **Spring 2009**.

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. Elibu Harris, Chancellor, Peralta Community College District
Dr. Elnora Webb, Accreditation Liaison Officer
Board President, Peralta Community College District
Dr. Erlinda Martinez, Team Chair
Evaluation Team Members

Enclosure

Accrediting Commission for Community College
Western Association of Schools and Colleges

PREPARATION OF A PROGRESS REPORT

A **Progress Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Progress 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.

Progress 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 Progress 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 Progress 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.

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

PREPARATION OF A PROGRESS REPORT WITH A VISIT

A **Progress Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Progress 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.

Visits accompanying Progress Reports are normally one-day visits by a team of two members, typically the chair of the comprehensive evaluation team familiar with the issues confronting the institution and a member of the Commission or Commission staff. The team is appointed by the Commission and reviewed by the institution in order to avoid potential conflicts of interest. *

The purposes of the team conducting this visit are to:

- ◆ verify the accuracy and relevance of the report submitted by the college in response to the specific action of the Commission
- ◆ determine the extent to which the institution now meets the Commission standards cited in the recommendations
- ◆ report findings and recommendations to the Commission

Progress Report Format

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A copy should also be sent to each team member listed on the team roster who will visit the institution. The date of the visit is listed on the team roster.

* Policy on the Rights and Responsibilities of ACCJC and Member Institutions in the Accrediting Process. (Adopted January 2005) *Accrediting Reference Handbook*