

Dr. Webb

(dKg)

JUN 29 2004

LANEY COLLEGE
OFFICE OF THE PRESIDENT



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

June 25, 2004

Mr. Odell Johnson
President
Laney College
900 Fallon Street
Oakland, CA 94607

Dear President Johnson:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 9-11, 2004, reviewed the Progress Report submitted by Laney College and the report of the evaluation team which visited on Friday, March 26, 2004. I am pleased to inform you that the report was accepted with the requirement that the college submit a Progress Report by **October 15, 2004**. The report will be followed by a visit by Commission representatives.

While the team found significant progress made on the recommendation specific to Laney College, the team found insufficient progress has been made on the four recommendations that require district initiatives and actions. Lack of progress on the part of the district will have a negative effect on the ability of the Laney College to provide quality educational programs and services.

Accordingly, the college is required to submit a Progress Report that addresses the following recommendations made by the comprehensive evaluation team which are of importance to if the Peralta Community College District is to operate as a quality educational system:

4. The team recommends that a district wide plan and an implementation process be created that is strategic and systematically integrates the educational, 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 colleges. The team also recommends that the chancellor ensure that the plan and the ongoing planning processes are communicated throughout the district. (Standards 3B.1, 3B.3, 3C.3, 10C.1, 10C.6)

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11. The team recommends that the Peralta Community College District provide a detailed and concrete plan that clearly identifies the steps, timelines, and measurable actions that are being undertaken by the district to provide funding for the long-term liability posed by health care benefits. (Standard 9.C.1)
12. The team recommends that the board of trustees adhere to its appropriate functions and policy orientation, and rely upon the district chancellor for recommendations affecting the organization of the district as well as the hiring, retention and termination of all categories of district and college staff. The team further recommends that the board of trustees clearly identify and widely disseminate the roles and responsibilities assigned to the district administration and those assigned to the college administration so that the appropriate responsibility and authority and related accountability standards are established. (Standards 10A.3, 10A.4, 10C.1, 10C.2, 10C.3)
13. *The district has addressed part of this recommendation in appointing a permanent chancellor.* The Progress Report should detail progress on the second part of this recommendation as follows: The team further recommends that the board of trustees direct the new chancellor to make stability of both college and district administrative personnel a priority. (Standards 10.C.1, 10.C.2)

The Commission notes the resolution passed by the Board of Trustees June 8, 2004 stating the Board's commitment to adhering to their appropriate functions and to addressing the recommendations of the Commission. However, the Commission expects that Board and district policy and action should follow from this statement of commitment. Therefore the Commission acted to make this **additional recommendation**:

The Progress Report should detail progress made by the Board on activities undertaken to improve the Board's ability to function effectively in accordance with its role as a policy making body. (Standards 10.A.1, 10.A.2, 10.A.3, 10.A.5, 10.A.7)

In addition, the college should also document progress on the following team recommendation specific to the college:

3. 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

Mr. Odell Johnson
Laney College
June 25, 2004
Page Three

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, and the individuals responsible for each area, monitoring and follow-up strategies, and expected outcomes. (Standards 3.A.1, 3.A.2, 3.A.3, 3.A.4, 3.B.1, 3.B.2., 3.B.3, 3.C.1, 3.C.2, 3.C.3)

The college is commended for its commitment to begin addressing the Commission's concern that a strategic master plan be developed. The college's efforts in developing a set of values, mission, and vision statements is a positive start in the right direction. The college is also commended for its commitment to providing students with a high-quality program.

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 report and this letter appropriate dissemination to your college staff and to those who were signatories of your college self study. This group should include the Chancellor, campus leadership, the Board of Trustees, 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.

The comments contained in the evaluation team report represent the observations of the evaluation team at the time of the Progress visit. The Commission reminds you that an institution may concur or disagree with any part of the team report, but the college is expected use the report to improve the educational programs and services of the institution.

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
Executive Director

BAB/tl

cc: Mr. Elihu Harris, Chancellor, Peralta Community College District
Dr. Jose Ortiz, Accreditation Liaison Officer
Board President, Chancellor, Peralta Community College District
Dr. John Davitt, Team Chair
Team Member

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. As reflected in its title, a Progress Report requires that the institution provide information and analysis regarding the progress made on addressing the specific matters 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. The institution is required to send **three copies** of its report to the Commission **plus and electronic version**. A copy should also be sent to each team member. **The Progress Report must be reviewed by the Governing Board prior to its submission.**

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 chair for this team is appointed by the Commission and agreed upon by the institution.

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

Use the following format for the report:

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 the Request of the Commission in the Action Letter
Each recommendation identified by the Commission in its action letter should be identified and discussed. The report should describe the progress made on each recommendation, analyze the results achieved to date, and indicate what additional plans the institution has developed.
5. Report Distribution Three sets of the report should be sent to the Commission office at 10 Commercial Boulevard, Suite 204, Novato, CA 94949.

A copy of the report should also be sent to each team member.