

January 5, 2006



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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

Dear President Johnson:

The Accrediting Commission for Community and Junior Colleges follows a policy of providing a copy of the final evaluation visit report to the chief executive officer of the visited institution prior to consideration by the Commission.

ACCJC policy also provides that, if desired, the CEO may request an appearance before the Commission to discuss the evaluation report. When the institution does request to be heard at the Commission meeting, the chair of the evaluation team will also be asked to be present to explain the reasons for statements in the team report. Both parties will be allowed brief testimony before the Commission deliberates in private. The president may bring additional people who the president believes would contribute important information to the Commission discussion. The additional college representatives are often the Board president and members of the academic leadership of the institution.

You have indicated intent to attend the Commission meeting. The date and time that has been scheduled for your appearance, as confirmed earlier, is Friday, January 13, 2006, at 1:45 p.m. at the Westin SFO located in Millbrae. Due to the full schedule and heavy case load, an institution is allotted a total of five (5) minutes for its presentation, and the Chief Executive Officer (CEO) is the expected institutional presenter. At the appropriate time, staff will lead the CEO and other representatives before the Commission. The chair of the evaluation team will also be invited to attend. At the conclusion of the presentation, if the Commission has no questions for the presenters, the institution will be guided from the meeting room to allow the Commission to resume deliberations.

Enclosed please find "What to Expect When Attending a Commission Meeting" for your review.

Sincerely,

Barbara A. Beno, Ph.D.
President

BAB/tl

Enclosure

WHAT TO EXPECT WHEN ATTENDING A COMMISSION MEETING

Institutional Interaction with the ACCJC Commission

When the Commission is deliberating or acting upon matters that concern an institution, it will invite institutions to meet with the Commission in Executive Session. The institution is notified, in advance, of the date of the Commission meeting and must inform the ACCJC office, in writing, not less than 15 days before the Commission meeting if it wishes to appear before the Commission. In the event that an institution chooses to exercise the option, the institution is requested to observe the following procedures for access to Commission meetings.

The Commission needs to make every effort to stay on schedule. An institution is allotted a total of five (5) minutes for its presentation, and the Chief Executive Officer (CEO) is the expected institutional presenter. The CEO is advised to consult with Commission staff if he/she plans to invite other representatives from the institution or has questions about who might be helpful in the presentation. Institutions are encouraged to be prudent in the selection of additional representatives. In the event others attend the Commission meeting with the CEO, the total time allotted to the institution shall not exceed five minutes. In unusual circumstances, the Commission may extend the time allotted to an institution as per the policy on *Access to Commission Meetings*. If the CEO of an institution accepts the invitation to attend, the Chair of the evaluation team or designee is also invited to attend.

On the day of the meeting, and at the appropriate time, staff will escort the CEO and other institutional representatives before the Commission for the CEO's presentation. At the conclusion of the presentation, the institution will be escorted out of the meeting room to allow the Commission to resume its deliberations.

The usual purpose of the presentation by an institution's CEO is to inform the Commission about outcomes and/or activities that have occurred since the team visit and report (for example, a recently completed financial audit, and/or other campus updates) or to provide comments on errors of fact in the team report. If the institution wishes to submit additional material to the Commission, it should exercise care in the selection of material keeping in mind that the Commission cannot read and absorb large amounts of material on short notice. The material should arrive at the Commission office no less than fifteen days prior to the Commission meeting in order to be included in Commission material. While these presentations are not intended for dialog between the Commission and the institution, in some cases, the Commission may have questions for the CEO and the institution's representatives. In every case, the Commission values the opportunity to learn about new information and allow for institutional comment. The Commission considers such occasions beneficial to the process of accreditation.

The CEO will be notified in writing of the action taken by the Commission as soon as reasonably possible. The Commission is mandated by federal law to disclose the actions taken on the accreditation and candidate status of institutions, noting all sanctions and non-compliance actions that are public. The actions will be posted on the Commission website at www.accjc.org. All institutions are subject to the *Policy on Commission Actions on Institutions*. Current Commission policies can be found in the *Accreditation Reference Handbook* available online at: www.accjc.org.

See also: *Policy on Access to Commission Meetings*
Code of Commission Good Practice in Relations with Member Institutions
Policy Statement on Rights and Responsibilities of Accrediting Bodies and Institutions
in the Accrediting Process