



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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September 15, 2006

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

Dear Chong:

This letter is to remind you that Laney College is scheduled to submit a Progress Report **due by March 15, 2007**. The report 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**. In addition, the Commission requires evidence that the report was reviewed by the Governing Board. **Please send a copy of the report to each team member.**

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

Sincerely,

Barbara A. Beno, Ph.D.
President

Enclosures

cc: Dr. Elnora Webb, Accreditation Liaison Officer

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

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**

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

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.

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*