



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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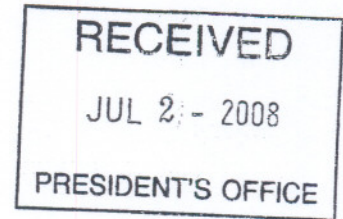
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June 30, 2008



Dr. Thomas Harris
Interim Superintendent/President
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

Dear President Harris:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 4-6, 2008, reviewed the Progress Report submitted by College of the Redwoods and the report of the evaluation team which visited on Friday, April 4, 2008. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution. The Commission took action to accept the report and noted the considerable work the institution has made since the time of the last review in 2007.

The Commission also acted to remove the College from Probation, issue a **Warning**, and ask that College of the Redwoods complete its work to correct the deficiencies noted. The College is required to complete a Focused Midterm Report by **October 15, 2008**.

A warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's eligibility criteria, standards of accreditation, or policy to an extent that raises a concern regarding the ability of the institution to meet accreditation standards. The accredited status of the institution continues during the warning period.

The Focused Midterm Report of October 15, 2008 should demonstrate the institution's resolution of the recommendation below:

1. **Recommendation 5 (2005):** The team recommends that the district improve its planning processes to include: the development of a long-range educational plan; the development of a facilities master plan; and the development of an information technology plan. It is further recommended that the district develop a long-range financial planning process to provide early notice of structural imbalances between revenue and expenditures; to identify resources needed to adequately support changes in technology systems, facilities, and enhancement to student support systems; and to regulate the pace of changes consistent with available funds. (Standard IA.1, IA.4; IB.3, IB.4, IB.5, IB.6, IB.7; and IIIB.2b, IIIC.1, IIIC.1c, IIIC.2, IIID.1a, IIID.1b, IIID.1c, III.2)

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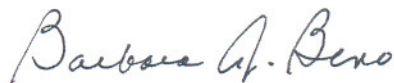
With regard to Recommendation #5 above, the Commission reminds the College that it is expected that institutions be at least at the proficiency level on the Commission's Rubric for Evaluating Institutional Effectiveness Parts I and II (Program Review and Planning). The Commission noted that the institutional foundation and momentum are in place for continued progress and quick resolution of these remaining deficiencies.

I also wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. While recommendations identified as deficiencies were also noted by the year 2005 evaluation team, the Commission has extended College of the Redwoods' time to correct these deficiencies for good cause because the College has completed much of the work necessary and has only the last stages to complete.

I have previously sent you a copy of the evaluation team report. 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.

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. Keith Snow-Flamer, Accreditation Liaison Officer
Board President, Redwoods Community College District
Dr. Steven Kinsella, Team Chair
Evaluation Team Members
Ms. Linda Henderson, U.S. DOE

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PREPARATION OF A FOCUSED MIDTERM REPORT

The **Focused Midterm Report** is due in the third year following the evaluation team visit and is required whenever the Commission requests that in the Midterm Report the institution focus on specific recommendations. An institution is expected to address and resolve all recommendations provided by a comprehensive evaluation team within six years or by the time of the next comprehensive visit. An institution is also expected to follow up on all of its own plans for improvement as identified in the Self Study Report within the same six-year period. In the Focused Midterm Report, the institution is required to inform the Commission of its progress toward resolution of these matters with particular emphasis on the recommendations that were the subject of the focus. The institution is expected to provide narrative information and analysis regarding:

- ◆ each of the recommendations of the evaluation team demonstrating significant progress on or resolution of those recommendations that were the subject of the focus as detailed in the Commission Action Letter,
- ◆ the areas identified in the planning agenda of its self study, and
- ◆ updates on substantive change approvals or pending proposals.

The 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.

Focused Midterm 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 Focused Midterm 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**
The report should describe the progress made on each recommendation made by the visiting team, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed. Significant progress should be demonstrated on those recommendations that were to be the subject of the focused report as detailed in the Action Letter.
5. **Response to Self-identified Issues**
In the Planning Agenda section of the Self Study Report, the institution reported on areas needing improvement. The institution should provide a brief description of the progress made on these self-identified issues specifying timelines to completion and responsible parties.

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6. Updates on Substantive Change Proposals in progress, pending, or planned
7. The **Focused Midterm 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.