



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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June 30, 2009

RECEIVED

JUL - 7 2009

Dr. Thomas M. Fallo
Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

Dear President Fallo:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 9 – 11, 2009, reviewed the Follow-Up Report submitted by the College. The Commission wishes to note its appreciation for the information on the Compton Center that you provided in your testimony. The Commission took action to accept the report and continue the College on Warning. The College is reminded of the Follow-Up Report due by **October 15, 2009** as stated in the February 3, 2009 Commission Action Letter. The report will be followed by a visit of Commission representatives.

The Commission asks that the Follow-Up Report demonstrate the institution's resolution of the recommendations and concerns as noted below:

Recommendation 1: As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.B.2.b)

Recommendation 2: The college should immediately define and publish a timeline in respect to how it will develop and implement student learning outcomes at the course, program and degree levels, establish systems to assess student learning outcomes and use the results of such assessments to make improvements in the delivery of student learning, to ensure that the College shall attain, by 2012, the level of Proficiency in the *ACCJC Rubric for Evaluating Institutional Effectiveness—Part III: Student Learning Outcomes*. The college should immediately implement processes to communicate to students expected student learning outcomes in course outlines, course syllabi, college catalog and/or other effective channels. (II.A.1.a; II.A.1.c; II.A.2.a-b; II.A.2.f; II.A.6)

Recommendation 3: The college should revise its curriculum review processes and cycles so that all curriculum across the college is reviewed consistently, that the cycle of review assures the currency of the curriculum, and that the curriculum review and program review processes are integrated so that an important element of program review (the determination that program curriculum needs revision, addition or deletion to remain current) will be part of the actual program review process. (II.A.2; II.A.2.a; II.A.2.b; II.A.2.c; II.A.2.d; II.A.2.e)

With regard to Recommendation 3, the Commission notes that it is important that El Camino College's program review process be finalized so that it functions to guide assessment of program quality and identify institutional needs for improvement over time. The Commission fears that the institution's tendency to constantly change the process of program review has focused for some time on the *process* of reviewing quality, without a concomitant effort to assess quality, plan and make improvements to program quality. The College is encouraged to develop a sound program review system that it finds sufficient to serve as a basis of decision making, and to employ it systematically across the entire institution.

Recommendation 4: The college needs to assure that online courses and programs are consistent in meeting the same level of rigor as on campus programs, that all services available on campus are available online, that student learning outcomes are incorporated into these offerings and that this information is clearly communicated to students taking these courses. (II.A.1.b; II.A.2; II.A.2.a.2; II.A.6; II.A.7)

Recommendation 6: The El Camino College must develop a fiscal management plan for all sites, matched to its revenues, to assure the fiscal soundness of the institution. (III.D.2.c, III.D.2.d, III.D.2.g; III.D.3)

Recommendation 7: The El Camino College must develop a staffing plan for all sites which assures the effectiveness of human resources, includes written criteria for all personnel, and assigns individuals to duties appropriate to their expertise and the needs of the institution. (III.A.1.a, III.A.1.b)

Recommendation 8: The El Camino College must develop a facilities master plan for all sites, linked to educational planning, and integrate this plan with the institution's overall planning process. (III.B.1.a, III.B.2.a, III.B.2.b)

Recommendation 9: The Board of Trustees of El Camino Community College District must include in its code of ethics a clearly defined policy for dealing with behavior that violates this code. (Standard IV.B.h)

The Commission believes that recommendations 6, 7 and 8 will require El Camino College to work with the Special Trustee assigned by the California Community College System Chancellor to ensure that El Camino College has appropriate authority over its Compton Education Center to assure the quality of the Center. The Commission urges that this work begin immediately.

Dr. Thomas M. Fallo
El Camino College
June 30, 2009
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I 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 Recommendation 1 was identified as a deficiency in the 1990, 1996, and 2002 evaluation teams' reports, the Commission has extended El Camino College's time to correct the deficiencies associated with Recommendation 1 because the college has begun this work. However, the College must resolve these deficiencies by **October 15, 2009**.

The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. 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. Should you want an electronic copy of the report, please contact Commission staff.

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Francisco Arce, Accreditation Liaison Officer
Board President, El Camino Community College District
Mr. Peter Landsberger, State Trustee

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

PREPARATION OF A FOLLOW-UP REPORT WITH A VISIT

A **Follow-Up Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Follow-Up Report requires that the institution provide information, evidence, and analysis regarding the resolution of the recommendations 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 Follow-Up 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 for 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.

Follow-Up 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 Follow-Up 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. Governing Board Review
The Follow-Up 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*