



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

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January 31, 2006

Dr. Patricia Spencer
Superintendent-President
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92392

Dear President Spencer:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 11-13, 2006, reviewed the Progress Report submitted by the college and the report of the evaluation team which visited on Wednesday, November 9, 2005. The Commission took action to **reject the report** and require that the college submit another Progress Report by **March 15, 2006**. That report will be followed by a visit of Commission representatives.

The Progress Report of **March 2006** should limit its focus to addressing only the progress made on the recommendations below and adhere to the format for Progress Reports requested by the Commission. The recommendations to be addressed in the report are noted as:

Recommendation 1: Improving Institutional Effectiveness

The team recommends that the college provide evidence that it assesses progress toward achieving its goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. This continuing cycle should include long-term master planning, short-term strategic planning, including technology planning, and an effective, institutionalized program review process. When fully implemented, this cycle of planning, evaluation, and program improvement should result in the creation of a culture of research and evidence that supports all of the college's decision-making processes (Standard IB.3, IB.4, IB.5, IB.6, IB.7; Standard IIA.1, IIA.2, IIB.3, IIB.4, IIC.2; and Standard IIIA.6, IIIB.1, IIIB.2, IIIC.2, IIID.1, IIID.2g, IIID.3).

Recommendation 2: Student Learning Outcomes

To meet the standards' focus on ensuring student success and the quality of programs and services, the team recommends the college conducts meaningful, timely, and inclusive dialogue with all campus constituents to identify student learning outcomes at the course, program, and institutional levels. The college should also systematically assess these student learning outcomes and use the results of these assessments for the improvement of institutional effectiveness (Standard IB.1, IB.4, IB.7; Standard IIA.1c, IIA.2a, IIA.2b, IIA.2e, IIA.2f, IIA.2g, IIA.2h, IIA.2i, IIA.3, IIA.6, IIA.6a, IIB.1, IIB.4, IIC.1a, IIC.2; Standard IIIA.1b, IIIA.1c; and Standard IVA.1, IVA.2b, IVB.1b).

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Recommendation 3: Organizational Structure and Staffing

The team recommends that the college evaluates and addresses its organizational structure and staffing needs. The evaluation should include, but not be limited to, technology support, risk management, maintenance and operations, and human resources. The college should take appropriate actions to implement the results of the evaluation and must address the lack of sufficient staffing (Standard IIIC.1d, IIIC.2, IIIA.2 and Standard IVB.2a).

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 the public. Placing copies in the college library can accomplish this.

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: Mr. Bruce Baron, Accreditation Liaison Officer
Board President, Victor Valley College
Dr. Chris O'Hearn, Team Chair
Evaluation Team Members

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 an 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.