



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 31, 2011

RECEIVED

FEB - 8 2011

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 January 11-13, 2011, reviewed the Follow-Up Report submitted by El Camino College and the report of the evaluation team which visited Monday, November 22, 2010. The Commission notes that the College has resolved Recommendations 1, 2, 5 and 6, and Commission Concerns 1 and 2, as identified in the Commission's action letter of January 29, 2010.

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. 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 the 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.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. El Camino College should submit the Midterm Report by **October 15, 2011**.

Commission Reminder: The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds El Camino College that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, and II.C.2).

cc: VP's.

Dr. Thomas M. Fallo
El Camino College
January 31, 2011
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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,

A handwritten signature in cursive script that reads "Barbara A. Beno".

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Jeanie Nishime, Accreditation Liaison Officer
Board President, El Camino Community College District
Dr. William Scroggins, Team Chair

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

PREPARATION OF A MIDTERM REPORT

A **Midterm Report** is due in the third year following the evaluation team visit. 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 Midterm Report, the institution is required to inform the Commission of its progress toward resolution of these matters. The institution is expected to provide narrative information and analysis regarding:

- ◆ each of the recommendations of the evaluation team
- ◆ the areas identified in the planning agenda of its self study
- ◆ 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.

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 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, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. **Response to Self-identified Issues**
In the Planning Agenda section of the self study, 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.
6. **Update on Substantive Change Proposals in progress, pending, or planned**
7. **The Midterm Report must be reviewed by the Governing Board prior to its submission**