



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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MEMO TO: Mr. Juan Vázquez
President
Santiago Canyon College
8045 E. Chapman Avenue
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FROM: Barbara A. Beno, President *Barbara A. Beno*

DATE: December 7, 2005

SUBJECT: Enclosed Report of the Evaluation Team

Previously, the chairperson of the evaluation team sent you a draft report affording you the opportunity to correct errors of fact. We assume you have responded to the team chair. The Commission now has a final version of the report.

The Accrediting Commission for Community and Junior Colleges follows a policy of providing a copy of the final evaluation visit report to the chief executive officer of the visited institution prior to consideration by the Commission. Please examine the enclosed report.

- If you believe that the report contains inaccuracies, you are invited to call them to the attention of the Commission. To do so, a letter stating recommended corrections should be directed to the President and signed by the chief executive officer of the institution. The letter should arrive at the Commission office one week prior to the Commission meeting in order to be included in Commission materials.
- ACCJC policy provides that, if desired, the chief administrator may request an appearance before the Commission to discuss the evaluation report. While the Commission requires that the institution notify the Commission office, in writing, not less than 15 days before the Commission meeting of its intent to attend the meeting, due to holiday schedules the Commission is requesting that the institution respond by Friday, December 16, 2005. This enables the Commission to invite the team chair to attend. The next meeting of the Accrediting Commission will be held on January 11-13, 2006 at the San Francisco Airport Westin Hotel. The enclosure, What To Expect When Attending A Commission Meeting addresses the protocol of such appearances.

Please note that the Commission will not consider the institution as being indifferent if its chief administrator does not choose to appear before the Commission. If the institution does request to be heard at the Commission meeting, the chairperson of the evaluation team will also be asked to be present to explain the reasons for statements in the team report. Both parties will be allowed brief testimony before the Commission deliberates in private.

The enclosed report should be considered confidential and not given general distribution until it has been acted upon by the Accrediting Commission and you have been notified by letter of the action taken.

BAB/tl

Enclosure

cc: Ms. Mary Halvorsen, Accreditation Liaison Officer (w/o enclosure)