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for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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MIRAMAR COLLEGE

February 1, 2012

Dr. Patricia Hsieh
President
San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126

Dear President Hsieh:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Follow-Up Report submitted by San Diego Miramar College and the report of the evaluation team which visited Monday, November 7, 2011. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to continue **Warning** and to require that San Diego Miramar College correct the deficiencies noted. The College is required to complete a Follow-Up Report. The report will be followed by a visit of Commission representatives.¹

Warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's Eligibility Requirements, Accreditation Standards, or policies to an extent that raises a concern regarding the ability of the institution to meet the Standards. The accredited status of the institution continues during the warning period. Warning is being continued for deficiencies identified in the team report and associated with College Recommendation 4 from the 2004 evaluation team and 2010 Recommendation 4.

The Commission requires that the Follow-Up Report be submitted by **October 15, 2012**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication *Guidelines for the Preparation of Reports to the Commission*. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).

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2010 Recommendation 1

The team recommends that the college increase its capacity to foster a culture of evidence to support not only the assessment of progress toward achieving its stated goals, but also its planning processes, resource allocation, and evaluation mechanisms as they relate to the improvement of institutional effectiveness. (I.B.3, I.B.4, I.B.5, I.B.7, III.C)

2010 Recommendation 3

The team recommends that the college improve and fully implement its evaluation processes for all employee groups by:

- Creating a tracking system that clearly indicates the status and completion of evaluations, including those for adjunct faculty and classified staff, and
- Adding a student learning outcomes component in faculty evaluations. (III.A.1.b, III.A.1.c)

2010 Recommendation 4

The team recommends that the college take action to resolve the problem of excessive turnover in its administrative leadership. (III.A.2, IV.B.2, IV.B.2.a, IV.B.2.b, IV.B.2.c; Eligibility Requirement 5)

2004 Recommendation 4

The college uses its strategic plan to drive the development and full integration of the educational master plan with the technology, facilities, and human resources plans and related institutional processes. The human resources plan should be developed with special attention to providing sufficient administrative and staff members for projected institutional growth. (Standard III.A.6, III.B.1, III.B.2, III.B.2.b, III.C.2, III.D.1.a, III.D.1.b)

San Diego Miramar College should seek support from the District office in its planning efforts and the District's role in addressing Standard III.A.1.c.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. San Diego Miramar College is being granted additional time to correct the deficiencies for good cause and must correct the deficiencies noted in 2004 Recommendation 4 and 2010 Recommendation 4 by **October 2012** or the Commission will be compelled to act.

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 report. This group should include the Chancellor, campus leadership, and the Board of Trustees.

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The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution's website. 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. Should you want an electronic copy of the report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

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 San Diego Miramar 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, II.C.2, and III.A.1.c).

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. Constance Carroll, Chancellor, San Diego Community College District
Dr. Jerry Buckley, Accreditation Liaison Officer
Board President, San Diego Community College District
Dr. Susan Carleo, Team Chair