



**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 29, 2010

Ms. Gloria Harrison
President
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399

Dear President Harrison:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 6-8, 2010, reviewed the Follow-Up Report submitted by Crafton Hills College and the report of the evaluation team which visited Tuesday, October 27, 2009. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution. The Commission took action to accept the report and **continue Probation.**

The Commission reminds the college of the Follow-Up Report due **October 15, 2010** (as noted in the February 3, 2009 Commission action letter). That report is to demonstrate the institution's resolution of the recommendations noted below and will be followed by a visit of Commission representatives:

Recommendation 6: In order to improve the quality of the institution, the college president should ensure that all areas, including academic, student, and administrative services, are actively participating in the decision making and planning processes. (Standards I.B.4, IV.A.3, IV.B.2.a, IV.B.2.b)

Recommendation 7: In order to meet the standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing some significant issues raised by each college and verified in interviews with staff in the following areas; namely:

- The development of an appropriate and clearly communicated process for reviewing all district functions and processes using a Program Review model. (Standards IV.B.3.a.b)
- The development of a formal and regularly evaluated district strategic plan that both acknowledges input and aligns with the college's educational plan and serves as a guide for planning at the college level. (Standards I.B.3, IV.B.3.g)
- The development of a coordinated strategic plan for technology that is responsive to the colleges and assists them in the daily management of the college functions, including the monitoring, assessing and use of financial information. (Standards I.B.2, 5, 6, IV.B.3.b, III.C.1.a, c, III.C.2, III.D.2.a)

- The development of a long range Human Resources Plan to assist the colleges in planning and prioritizing the need for full-time faculty and staff. (Standards I.A.4, III.A.6, III.B.2.b)

Commission Recommendation 1: The district's resource allocation process needs to be clarified and communicated to both colleges within the district. (Standard III.A.6, III.B.2.a, b, III.C.2, III.D.1.d, III.D.3, IV.3.a, c, d, f, g).

In addition to these three recommendations, the Commission also took action to require Crafton Hills College to demonstrate the institution's resolution of the following recommendations that were included in the Follow-Up Report submitted in the fall of 2009:

Recommendation 1: As was noted in recommendations 1 and 2 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should integrate all planning processes and documents into a meaningful, comprehensive, long-range institutional plan to accomplish its mission and realize its vision. Additionally, the college plan should be integrated into an overall district strategic plan. (Standards I.A.4, I.B.2, I.B.3, I.B.6, III.A.6, III.B.2.b, III.C.2, III.D.1.a)

The college should move immediately to:

- Complete the implementation of a cycle of systematic integrated planning, evaluation, prioritization, resource allocation, implementation, and re-evaluation.
- Identify quantitative effectiveness measures (key performance indicators), gather baseline data and establish institutional planning goals.
- Revise the Educational Master Plan to include long-term resource allocation.

Recommendation 2: As was noted in recommendations 2 and 7 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop processes that produce reliable data, provide employees with easy access to data, and provide training on how to access, interpret and utilize data. (Standards I.B.2, I.B.3, I.B.5, II.A.1.a)

Recommendation 8: As was noted in recommendation 6 of the 2002 Accreditation Evaluation Report and to meet the standards, the college should complete the integration of program review for all academic, student services and administrative services units into institutional evaluation and planning. In particular, the college should develop processes and procedures to ensure program effectiveness of distributed education courses. (Standards II.A.2.e, II.B.4, II.C.2, III.D.2.g, IV.A.5, ER 19, 21)

Recommendation 10: As was noted in recommendation 9 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop long-term fiscal plans. Employees should be provided with adequate financial information and training in the use of such data. (Standards III.D.1.c, III.D.3)

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Probation is issued when the Commission finds that an institution deviates significantly from the Commission's Eligibility Requirements, Standards of Accreditation, or policies or fails to respond to conditions imposed upon it by the Commission. The accredited status of the institution continues during the probation period.

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. Crafton Hills College should resolve the deficiencies noted by **October 2010**. It should be noted that Recommendations 1, 2, 8, and 10 were first noted in the 2002 Accreditation Evaluation Report and are seriously past due the date by which they must be resolved. The Commission has extended the time to resolve these recommendations in light of the enormous energy and significant work done at the college. Nevertheless, the college is now required to completely resolve these recommendations or the Commission will be compelled to act.

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 Chancellor, 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.

Finally, the Commission staff is available to assist the college with consultation and advice on its program review, integrated planning, and resource allocation processes. Please call the Commission office if you wish to avail yourself of that assistance.

On behalf of the Commission, I wish to express my 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: Mr. Bruce Baron, Acting Chancellor, San Bernardino Community College District
Ms. Donna Ferracone, Accreditation Liaison Officer
Board President, San Bernardino Community College District
Ms. Kathryn G. Lehner, Team Chair
Ms. Linda Henderson, U.S.D.E., San Francisco