



**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

Chairperson
MICHAEL T. ROTA
University of Hawaii

Vice Chairperson
SHERRILL L. AMADOR
Public Member

President
BARBARA A. BENO

Vice President
SUSAN B. CLIFFORD

Vice President
DORTE KRISTOFFERSEN

Vice President
GARMAN JACK POND

Associate Vice President
LILY OWYANG

January 31, 2011

Dr. Tod Burnett
President
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear President Burnett:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the institutional Self Study Report and the report of the evaluation team which visited Saddleback College Monday, October 18-Thursday, October 21, 2010. The Commission acted to issue **Warning** and to ask that Saddleback College correct the deficiencies noted. The College is required to complete a Follow-Up Report by **October 15, 2011**. That report will be followed by a visit of Commission representatives.

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 policy 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. However, the institution's accreditation will not be reaffirmed until the conditions which warranted Warning are resolved. Warning is being issued at this time for deficiencies identified in the team report and associated with District Recommendations 1, 2, 3, 4, 5, and 6 (some of which were first noted by the by the 2004 evaluation visit team in Recommendations 5 and 6). It is urgent that Saddleback College and the South Orange County Community College move expeditiously to correct these deficiencies by the time of the October 2011 report and visit.

The Follow-Up Report of **October 15, 2011** should demonstrate resolution of the recommendations noted below:

District Recommendation 1: The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4).

Dr. Tod Burnett
Saddleback College
January 31, 2011
Page Two

District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, inclusive, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3.c).

District Recommendation 3: The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, (ATEP) Advanced Technology Education Park, technology and building priorities (Standards IV.A.2., IV.B.3).

District Recommendation 4: The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).

District Recommendation 5: The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III. A.1.d, IV.B.1.h.).

District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should perform a regular review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews (IV. B.3.a, IV.B.3.b., IV.B.3.e., and IV.B.3.f.).

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. Saddleback College must correct the District deficiencies by the fall 2011 visit or the Commission will be compelled to act.

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 Saddleback 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).

Dr. Tod Burnett
Saddleback College
January 31, 2011
Page Three

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires you to give the Evaluation Team Report and this letter dissemination to your College staff and to those who were signatories of your college Self Study Report. This group should include the Chancellor, campus leadership and the Board of Trustees. The Commission also requires that the team report and the Self Study Report 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.

The recommendations contained in the Evaluation Team Report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the College is expected to use the report to improve educational programs and services and to resolve issues identified by the Commission.

The College conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in its self study efforts be used to support the continuing improvement of Saddleback College.

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

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 integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Mr. Gary Poertner, Chancellor, South Orange County CCD
Dr. Don Busche, Accreditation Liaison Officer
Board President, South Orange County CCD
Dr. Joan Smith, Team Chair