



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and 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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University of Hawaii

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September 29, 2011

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

Dear President Burnett:

At the meeting of January 11-13, 2011, the Accrediting Commission for Community and Junior Colleges took action with regard to Saddleback College, which included a Follow-Up Report and visit. This letter will confirm that the visit will take place Thursday, November 3, 2011. Please send copies of the institutional Follow-Up Report to the team.

The team roster is attached. Should any member of this team represent a conflict of interest or otherwise warrant attention, please contact me promptly. The team will devote its attentions primarily to the matters that are identified in the Action Letter (attached) and to which the report is directed. You will be hearing from the team chair to discuss the visit and take care of any logistical matters that might be involved.

Upon completion of the visit, the Team Chair will prepare a short report which will be presented to the Commission at its meeting in January 10-12, 2012. Soon after the meeting the College will be informed of the action taken by the Commission. I must remind you that after the visit the College will be billed for the visit itself (direct costs plus fifteen percent for office overhead).

Thank you for all of your work in support of accreditation processes. Quality assurance, institutional effectiveness and ongoing improvement can only result with the kind of special efforts that you and Saddleback College are making.

Sincerely,

G. Jack Pond
Vice President

GJP/tl

cc: Dr. Don Busche, Accreditation Liaison Officer

Enclosure: Action Letter, Team Roster

September 29, 2011

Saddleback College
Follow-Up Report and Visit
Thursday, November 3, 2011

You are reminded to send the Report to each team member prior to the visit in addition to one electronic copy and three hard copies of the Follow-Up Report to the Commission office.

Dr. Joan Smith (Chair)
Chancellor
Yosemite Community College District
2201 Blue Gum Avenue
Modesto CA 95358
E-Mail: smithj@yosemite.edu
Telephone: 209-575-6508
FAX: 209-575-6565

Dr. Eva Bagg
Associate Dean Institutional Effectiveness
Long Beach City College
4901 E. Carson St
Long Beach CA 90808
E-Mail: ebagg@lbcc.edu
Telephone: 562-938-4736
FAX: 562-938-4628