



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

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February 7, 2014

Dr. Sunita Cooke, President  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020

Dear President Cooke:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 8-10, 2014, considered the Institutional Self Evaluation Report and the Report of the External Evaluation Team that visited Grossmont College October 14-17, 2013.

The Commission took action to **reaffirm accreditation** with the requirement that the College complete a **Follow-Up Report** that must be submitted by **October 15, 2014**,<sup>1</sup> addressing all six recommendations noted below. The Report will be followed by a visit of Commission representatives. Reaffirmation with a Follow-Up Report is granted when an institution is found to substantially meet or exceed the Eligibility Requirements, Accreditation Standards, and Commission policies, but has recommendations on a small number of issues of some urgency which, if not addressed immediately, may threaten the ability of the institution to continue to meet the Eligibility Requirements, Accreditation Standards, and Commission policies. The Report should demonstrate, and the visiting team will verify, that the institution has addressed the recommendation noted below, resolved the deficiencies, and now meets Accreditation Standards.

**Need to Correct Deficiencies**

The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in any Standard will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found the College deficient in meeting the following Accreditation Standard: III.A.1.c. Please note that under U.S. Department of Education regulations, when an institution is out of compliance with any Standard, the Commission "must immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance with the agency's standards within a time period that must not exceed...two years." Grossmont College and the Grossmont/Cuyamaca Community College District should fully resolve the noted deficiency by October 2015.

## **College and District Recommendation:**

### **College and District Recommendation 4 - Human Resources**

In order to meet the standard, the team recommends that the District and the College include, as a required component of the formal evaluations of faculty and others directly responsible for student progress toward achieving stated student-learning outcomes, a means to evaluate effectiveness in producing those outcomes. (III.A.1.c)

### **Improvement of Institutional Effectiveness**

Recommendations have also been made for Grossmont College and the Grossmont/Cuyamaca Community College District to improve institutional effectiveness. Recommendations for improvement may be made to highlight areas for continuing or expanding excellent practices. Recommendations for improvement may also be made when an institution is currently in compliance with Standards, but additional levels of effort should be demonstrated in the future. In the Commission's experience, these recommendations may provide indicators of possible future noncompliance if left unattended by the institution.

### **College Recommendation 1 - Institutional Effectiveness**

In order to increase effectiveness and to measure progress toward achieving specific goals, the team encourages the College to identify future benchmarks or targets based upon their data analysis (i.e., develop specific measureable benchmarks or targets for the dashboard) and other institutional metrics, so that the degree to which they are achieved can be determined and widely discussed. (I.B.2, I.B.3)

### **College Recommendation 2 – Student Services**

In order to increase effectiveness, the team recommends that the College maintain consistency in providing information on all the Major Policies Affecting Students in its catalogue, schedule of classes, and website. Specifically, that the information, processes, rules and internal practices for complaints surrounding student grievances, student discipline, claims of unlawful sexual harassment and/or discrimination contain accurate, precise and current information that is organized and easily accessible on the College website. (II.B.2.c)

### **College Recommendation 3 - Human Resources**

In order to increase effectiveness, the team recommends that the College assess and analyze the level and stability of its future workforce requirements. It further recommends that the College use the results of that assessment to ensure the necessary conditions exist into the future for a stable and sufficient number of faculty, staff, and administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purposes and assure the integrity and quality of its programs. (III.A.6, IV.B.2.a)

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### **College and District Recommendation 5 – Leadership and Governance**

In order to meet the standard, the team recommends the District and the Governing Board regularly evaluate its policies and practices, and revise them as necessary along established timelines. (IV B.1.e)

### **College and District Recommendation 6 – Leadership and Governance**

In order to meet the standard, the team recommends that the District and College clearly, consistently, and broadly communicate the delineation of the operational responsibilities and functions of the District and the colleges. Additionally, the District and the College should ensure that all information provided to constituents and the public regarding the functions of the District and the college is aligned and consistent. (IV.B.3.a)

Grossmont College conducted an educational quality and institutional effectiveness review as part of its self evaluation. The Commission suggests that the plans for improvement of the institution included in its self evaluation efforts be taken into account in the continuing improvement of the College.

The External Evaluation Report that was sent to the institution provides details of the team's findings with regard to each Eligibility Requirement and Accreditation Standard and should be read carefully and used to understand the team's findings.

The recommendations contained in the External Evaluation Report represent the best advice of the peer evaluation team at the time of the visit, but may not describe all that is necessary to come into compliance. Institutions are expected to take all action necessary to comply with Eligibility Requirements, Accreditation Standards, and Commission policies. The Commission wishes to remind you that while an institution may concur or disagree with any part of the Report, Grossmont College is expected to use the External Evaluation Report to improve educational programs and services and to resolve issues identified by the Commission.

A **final** copy of the External Evaluation Team Report is attached. Additional copies may now be duplicated. The Commission requires that the College give the Institutional Self Evaluation Report, the External Evaluation Team Report, and this letter appropriate dissemination to College staff and to those who were signatories of the College Self Evaluation 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's Institutional Self Evaluation Report, the External Evaluation Team Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no more than one click from the institution's home page.*

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness, and educational quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

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<sup>1</sup>Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It 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: (<http://www.accjc.org/college-reports-accjc>).