



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

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January 29, 2010

**CORRECTED LETTER**

Dr. Richard Giese  
Interim Superintendent/President  
Taft College  
29 Emmons Park Drive  
Taft, CA 93268

Dear President Giese:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 6-8, 2010, reviewed the institutional Self Study Report and the report of the evaluation team which visited Taft College Monday, October 5-Thursday, October 8, 2009. The Commission acted to **issue Warning** and to require that Taft College correct the deficiencies noted. The college is required to complete a Follow-Up Report by **October 15, 2010**. 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, Standards of Accreditation, or policy to an extent that raises a concern regarding the ability of the institution to meet Accreditation 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 the warning are resolved.

The Warning is being issued at this time for deficiencies addressed by Recommendations 1 and 2. The Follow-Up Report of October 15, 2010 should demonstrate resolution of the recommendations noted below:

**Recommendation 1 (2009)**  
Integrated Planning and Evaluation

In order to comply with accreditation standards and to improve, the team recommends that the college complete its strategic plan and use it to guide educational, human resources, facilities, technology, and financial planning. Furthermore, the team recommends that the strategic planning process be used to guide college decision-making and resource allocation. The team recommends that this integrated planning be regularly and systematically evaluated to determine its effectiveness. Finally, the team notes that completion of an educational master plan is an unresolved recommendation from 2003. (IB.2, IB.3, IB.4, IB.6, IIIA.6, IIIB.2.b, IIIC.2, IIID.1.a, IIIA.2.f)

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With regard to Recommendation 1 above, Taft College should include a review of the mission statement annually as noted in the planning agenda of the Self Study Report and by the evaluation team. The Commission also notes that the college has begun to do the planning work necessary to fully meet standards in the last year, and encourages the college to continue that work.

### **Recommendation 2 (2009)**

#### Program Review

In order to comply with accreditation standards and to improve, the team recommends that the college build on the last two years of revitalized program review and ensure that all programs in all areas of the campus are regularly and systematically reviewed. The team further recommends that program review be integrated into the college's planning processes. The team also recommends that the college regularly and systematically evaluate program review to determine its effectiveness. (IB.3, IIA.1.a, IIB.3, IIB.4)

### **Recommendation 3 (2009)**

#### Student Learning Outcomes

The team recommends that the college build on recent efforts to reach a proficiency level in the development and assessment of student learning outcomes by 2012 and establish a timeline to do so. Specifically, the team recommends that the college

- Complete the development of student learning outcomes for all courses
- Develop student learning outcomes for all programs
- Develop and implement timelines for the continuous and regular assessment of all course, program and institutional student learning outcomes
- Use those assessments as occasions for regular dialogue about improving learning at the college
- Ensure that faculty and others directly responsible for student progress toward achieving student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes. (IIA.1.c, IIA.2.a, IIA.2.b, IIA.2.f, IIA.2.i, IIA.3)

### **Recommendation 4 (2009)**

#### Ethics Policies

In order to comply with accreditation standards, the team recommends that the college develop ethics policies for all staff. (IIIA.1.d)

### **Recommendation 5 (2009)**

#### Substantive Change

The team recommends that the college file a substantive change proposal with the Accrediting Commission for Community and Junior Colleges (ACCJC) for programs where 50% or more of the courses are approved to be offered in a distance education mode. (IIA.1.b, IVA.4)

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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. Taft College must correct the deficiencies noted by October 2011.

All colleges are required to submit a Midterm Report in the third year after each comprehensive evaluation. Taft College should submit the Midterm Report by **October 15, 2012**. The Midterm Report describes resolution of any team recommendations made for improvement, includes a summary of progress on college-identified plans for improvement as expressed in the Self Study Report, and forecasts where the college expects to be by the time of the next comprehensive evaluation.

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 Taft College. The next comprehensive evaluation of the college will occur during **Fall 2015**.

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 Evaluation Team Report to improve the educational programs and services of the institution.

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 campus leadership and the Board of Trustees. The Commission also requires that the Evaluation 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.

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.

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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,

A handwritten signature in cursive script that reads "Barbara A. Beno".

Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Eric Berube, Accreditation Liaison Officer  
Board President, West Kern Community College District  
Dr. William Farmer, Jr., Team Chair  
Ms. Linda Henderson, U.S.D.E., San Francisco