



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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May 31, 2012

Dr. Eric Berube
Coordinator, Institutional Assessment, Research, Planning/ALO
Taft College
29 Emmons Park Drive
Taft, CA 93268

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Dear Dr. Berube:

This letter will confirm our conversation about holding a Self Evaluation Workshop at your institution for College of the Canyons and Cuesta College on **Friday, October 29, 2012**. As host college you may invite 8-10 members from your institution to participate. Please contact Mindy Graham, mgraham@accjc.org to discuss the details of the workshop including the number of participants that will attend from your college. The two participating colleges will bring up to 10 individuals.

The meeting will be a kickoff for colleges about to undertake their self evaluation process leading to the Self Evaluation Report. Typically, the institution's ALO, Committee and Sub Committee Chairs, and Self Evaluation Editor should attend. The intent is not to train every individual who will ultimately participate in the college's self evaluation, but to train a core of faculty and administrators who will then serve as resource persons on campus and assist others who will participate in the process.

Approximately 30 individuals are expected to attend the all day workshop that begins at 9:00 a.m. and lasts through 3:00 p.m. We will need the following:

- ✓ A room that can accommodate up to 30 individuals, available from 9:00 a.m. to 3:00 p.m. and which is suitable for viewing a PowerPoint presentation and for note taking.
- ✓ A screen, PowerPoint projector and computer for showing the presentation.
- ✓ Morning coffee/hot tea/juice and pastries at 8:30 a.m. and afternoon soft drinks if possible. The Commission will assume the cost of these items.
- ✓ Lunch arrangements. Attendees will be paying for their own lunches. A variety of sandwiches, chips, and drinks will be sufficient. We would like to keep the cost to around \$10 per person. Preferably, each college will pay for their group's lunches on the day of the workshop.

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- ✓ Parking permits if necessary and maps with building and room location. We ask that you send these to the ALOs of the abovementioned institutions prior to the workshop so that they may be distributed to participants. Names and addresses of these individuals are listed below.
- ✓ Permission to send you a box of handouts ahead of the workshop to be distributed on that day.

The Commission is grateful for your willingness to help in this matter. We appreciate your cooperation and readiness to assist us in providing a location for training for other institutions. Should you have any questions, please do not hesitate to contact me.

Sincerely,



G. Jack Pond
Vice President

GJP/mg

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