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Corrected Letter

February 3, 2009

Dr. Thomas Fallo  
Superintendent/President  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

Dear President Fallo:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2009, reviewed the institutional Self Study Report and the report of the evaluation team which visited El Camino College on Monday, October 6--Thursday, October 9, 2008. The Commission acted to issue a **Warning** and to ask that El Camino College correct the deficiencies noted. The college is required to complete two Follow-Up Reports. The first report is due by **April 1, 2009**. That report must demonstrate efforts toward resolution of Recommendations 1 and 3 as noted below. The second report, which will be followed by a visit of Commission representatives, is due by **October 15, 2009**, and should demonstrate El Camino College has resolved Recommendations 1, 2, 3, 4, 6, 7, 8, and 9 as noted below.

A **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 gives concern to the Commission. 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 removed.

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. While Recommendation 1 identified as a deficiency was also noted by the year 1990, 1996, and 2002 evaluation teams, the Commission has extended El Camino College's time to correct the deficiencies associated with Recommendation 1 because the college has begun this work. However, the college is hereby notified that resolution is expected by October 15, 2009.

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The first Follow-Up Report, due **April 1, 2009**, must provide evidence of the steps the college has taken to resolve the following recommendations

**Recommendation 1:** As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.b.2.b)

**Recommendation 3:** The college should revise its curriculum review processes and cycles so that all curriculum across the college is reviewed consistently, that the cycle of review assures the currency of the curriculum, and that the curriculum review and program review processes are integrated so that an important element of program review (the determination that program curriculum needs revision, addition or deletion to remain current) will be part of the actual program review process. (II.A.2; II.A.2.a; II.A.2.b; II.A.2.c; II.A.2.d; II.A.2.e)

The second Follow-Up Report, due **October 15, 2009**, will be followed by a visit of Commission representatives and must demonstrate the institution's resolution of the recommendations noted below:

**Recommendation 1:** As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.B.2.b)

**Recommendation 2:** The college should immediately define and publish a timeline in respect to how it will develop and implement student learning outcomes at the course, program and degree levels, establish systems to assess student learning outcomes and use the results of such assessments to make improvements in the delivery of student learning, to ensure that the College shall attain, by 2012, the level of Proficiency in the *ACCJC Rubric for Evaluating Institutional Effectiveness—Part III: Student Learning Outcomes*. The college should immediately implement processes to communicate to students expected student learning outcomes in course outlines, course syllabi, college catalog and/or other effective channels. (II.A.1.a; II.A.1.c; II.A.2.a-b; II.A.2.f; II.A.6)

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**Recommendation 3:** The college should revise its curriculum review processes and cycles so that all curriculum across the college is reviewed consistently, that the cycle of review assures the currency of the curriculum, and that the curriculum review and program review processes are integrated so that an important element of program review (the determination that program curriculum needs revision, addition or deletion to remain current) will be part of the actual program review process. (II.A.2; II.A.2.a; II.A.2.b; II.A.2.c; II.A.2.d; II.A.2.e)

**Recommendation 4:** The college needs to assure that online courses and programs are consistent in meeting the same level of rigor as on campus programs, that all services available on campus are available online, that student learning outcomes are incorporated into these offerings and that this information is clearly communicated to students taking these courses. (II.A.1.b; II.A.2; II.A.2.a.2; II.A.6; II.A.7)

**Recommendation 6:** The El Camino College must develop a fiscal management plan for all sites, matched to its revenues, to assure the fiscal soundness of the institution. (III.D.2.c, III.D.2.d, III.D.2.g; III.D.3)

**Recommendation 7:** The El Camino College must develop a staffing plan for all sites which assures the effectiveness of human resources, includes written criteria for all personnel, and assigns individuals to duties appropriate to their expertise and the needs of the institution. (III.A.1.a, III.A.1.b)

**Recommendation 8:** The El Camino College must develop a facilities master plan for all sites, linked to educational planning, and integrate this plan with the institution's overall planning process. (III.B.1.a, III.B.2.a, III.B.2.b)

**Recommendation 9:** The Board of Trustees of El Camino Community College District must include in its code of ethics a clearly defined policy for dealing with behavior that violates this code. (Standard IV.B.h)

The Commission believes that recommendations 6, 7 and 8 will require El Camino College to work with the Special Trustee assigned by the State to ensure that El Camino College has appropriate authority over its Compton Education Center to assure the quality of that center. The Commission urges that this work begin immediately.

A **final** copy of the team report is attached. Please discard any earlier drafts. The Commission requires you to give the 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 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 the report electronically to place on your web site or for some other purpose, please contact Commission staff.

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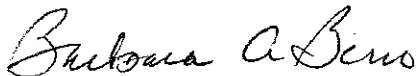
The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the college is expected to use the report to improve the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

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. El Camino College should submit the Midterm Report by **October 15, 2011**. The Commission will send a reminder to the college about the Midterm Report; a description of reporting requirements can be found on the Commission's website.

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 that document be taken into account in the continuing development of El Camino College. The next comprehensive evaluation of the college will occur during **Fall 2014**.

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 quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Francisco Arce, Accreditation Liaison Officer  
Board President, El Camino CCD  
Dr. Donald Averill, Chancellor, San Bernardino CCD, Team Chair  
Evaluation Team Members  
Ms. Linda Henderson, U.S. DOE