

Cindy



**ACCREDITING
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for COMMUNITY and
JUNIOR COLLEGES**

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August 22, 2006

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

EL CAMINO COLLEGE

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OFFICE OF THE PRESIDENT

Dear President Fallo:

On August 16, 2006, the Committee on Substantive Change met to review the El Camino College substantive change proposal to establish the El Camino College/Compton Community Education Center.

The ACCJC Substantive Change Committee commends the college for its efforts in meeting the educational needs of students in the area. The Committee recognizes the hard work and time devoted to the enterprise and looks forward to receiving subsequent updates and reports. It appreciated the comments and clarifications offered by El Camino representatives Francisco Arce, Jeff Marsee, and Barbara Perez, and as well as those of Special Trustee of Compton Community College, Tom Henry.

After considerable discussion, the Committee acted to grant provisional approval to El Camino College to establish the El Camino College/Compton Community Education Center. In addition, the Committee acted to refer the proposal to the full Commission for further review and discussion. In granting provisional approval, the Committee hoped to assist the College with the beginning of fall semester.

Additionally, the Committee requests that El Camino College submit a revised proposal by August 28, 2006 and a status report by November 1, 2006. The Commission will send a small team to visit the center in November. The team's report and the Center's status report will be reviewed at the January Commission meeting.

Revised Proposal by August 28, 2006:

- The revised proposal needs to reflect a consistency in identifying the Center by its actual name, El Camino College/ Compton Community Education Center and always with El Camino as the lead. If the name is shortened for marketing purposes, then, the proposal needs to indicate the shortened version and its purpose. Federal guidelines and Commission policies require that the name of the Center clearly indicate the Center is a campus of El Camino College. This clarity must be apparent in all internal and external communications.

- In addition, the revised proposal needs to make clear the degree to which the Eligibility Requirements for El Camino College are impacted by the operation of the new Center, specifically, clarifications are needed for Eligibility Requirements 3, 4, 13, 18, and 19.

Status Report by November 1, 2006

The status report needs to include the following information with supporting documentation as available:

1. A copy of the Final MOU that was signed August 21, 2006. Include details about the areas under El Camino oversight in the management of academic, fiscal, and physical resources for the Center.
2. A description and copies of new employment contracts for the Center's different categories of faculty and classified staff.
3. A clear organizational chart that shows operational lines of authority for the Center and a clear organizational chart for El Camino College that shows it as a two-site college, with distinct operational lines of authority.
4. An update on the reporting structure for the Center and the outcomes of a blended reporting structure for the provost and any other Center personnel that have dual reporting lines.
5. An update on how the Center faculty participate in the El Camino faculty senate, and are functioning within the Center structure and how the staff of the Center participate in the governance systems of El Camino College.
6. Specific details about the processes for the selection and supervision of Center faculty and staff, including the hiring or assignment process, qualifications review, supervision and evaluation, support for improvement, discipline and dismissal from the Center.
7. A description of the final resolution of dual reporting responsibilities of the Provost: on which specific items does the Provost report to the Special Trustee; on which specific items does the Provost report to the El Camino College President. Include a description that addresses the circumstances under which El Camino's direction to the Provost takes precedence.
8. A description of how the authority and expertise of the El Camino Vice Presidents for Instruction, Student Services and Administration are extended to the Center, how they are related to the authority of the Provost. A description of the authority of the Vice Presidents over Center operations (if they have it). If the Vice Presidents do NOT have authority over the Center, a description of how the Provost's role at the Center replaces effectively the roles of the Vice Presidents, and of how El Camino intends to assure that the policies, practices, culture and quality of the main campus are the same as those of the Center.
9. A description of El Camino's authority and control over administrative services vital to the quality of the Center in all areas covered by the Commission's standards.

Dr. Thomas Fallo
El Camino College
August 22, 2006
Page Three

10. A copy of the approved operating budget for the Center for fiscal year 2006-7, and projected or actual fall enrollment.

The Commission reserves the right to withdraw final approval for the Center if the information as requested is incomplete or does not meet Accreditation Standards. In addition, the Commission wishes to remind El Camino College that the Center as approved is an operation of El Camino College. Until such time as the Center begins a formal process with the Commission to seek eligibility and candidacy, the Commission expects the Center's practices to be synonymous with those of the main campus of El Camino College.

El Camino College is reminded that it will undergo comprehensive evaluation in Fall 2008, and will shortly be in the process of preparing a self study report in application for reaffirmation of accreditation. El Camino will need to move quickly to resolve remaining organizational and contractual issues with the Compton CCD, to clarify and solidify its authority and control over the Center, and to engage in a self study process that includes evaluation of its new college center.

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. Please contact Dr. Lily Owyang if you have further questions.

Sincerely,



Barbara A. Beno
President

BB/bd

Cc: Francisco Arce
Tom Henry
Lily Owyang