



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

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July 3, 2013

Dr. Susan Carleo  
President  
Los Angeles Valley College  
5800 Fulton Avenue  
Valley Glenn, CA 91401

Dear President Carleo:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 5-7, 2013, considered the Institutional Self Evaluation Report of Los Angeles Valley College, the report of the External Evaluation Team that visited the College March 18-21, 2013, the presentation made by college representatives, and the additional materials submitted. The Commission also reviewed the Special Report submitted by the College.

The Commission acted to issue Warning and ask that Los Angeles Valley College correct the deficiencies noted. The College is required to complete a Follow-Up Report<sup>1</sup> by March 15, 2014, demonstrating resolution of the deficiencies in meeting Accreditation Standards noted in College Recommendations 1-8 and District Recommendation 1. The Report will be followed by a visit of Commission representatives.

Warning is issued when the Commission finds that an institution has pursued a course deviating from the Eligibility Requirements, Accreditation Standards or Commission policies to an extent that gives concern to the Commission. The Commission may require an institution to correct its deficiencies, refrain from certain activities, or initiate certain activities. The Commission will specify the time within which the institution must resolve deficiencies, and may require additional reports and evaluation visits. During the warning period, reaffirmation is delayed, but the institution remains accredited and will be reaffirmed when the issues giving rise to the warning are fully resolved and the institution is removed from warning.

The Follow-Up Report of March 2014 should demonstrate that the institution has fully addressed the recommendations noted below, completely resolved the noted deficiencies, and now meets all Eligibility Requirements, Accreditation Standards, and recommendations identified in the External Evaluation Team Report.

LA VALLEY COLLEGE

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OFFICE OF THE PRESIDENT

Dr. Susan Carleo  
Los Angeles Valley College  
July 3, 2013

**College Recommendation 1:**

In order to achieve sustainable continuous quality improvement, the team recommends that the college use ongoing and systematic evaluation and planning to refine its key processes and improve student learning. The team recommends that the processes:

- Provide learning and achievement data on students enrolled in all delivery formats.
- Fully evaluate indicators of effectiveness and make improvement based on findings.
- Assure systematic analysis of data to inform decisions.

(Standards I.B, I.B.1, I.B.3, I.B.4, I.B.5, I.B.6, I.B.7, II.A.1.c, II.A.2.a, II.A.2.b, II.A.6.b, IV.B.2.b)

**College Recommendation 2:**

The team recommends that the college evaluate its institutional planning process, including hiring decisions, and ensure planning practices are integrated and aligned with resources (Standards I.B.3, I.B.4, I.B.6, III.A.6, III.B.2.b, III.C.2, III.D.4).

**College Recommendation 3:**

In order to fully meet the Standards, the college must assess and align SLOs at the course, program, and institutional levels and use the results to improve student learning and institutional effectiveness (Standards I.B, II.A.1.c, II.A.2.a, II.A.2.b, II.A.3.b, II.A.6.b, IV.B.2.b).

**College Recommendation 4:**

The team recommends that the college develop a formal definition of correspondence education that aligns with the U.S. Department of Education regulations and Commission policy and a process for determining the differences in practice between correspondence education and distance education (Standards II.A.1, II.A.2, II.A.2.c, II.A.2.d, II.A.2.e, II.A.7, II.B.1, II.B.2.c).

**College Recommendation 5:**

To fully meet the Standards, the college should ensure that records of complaints are routinely maintained as required by the Policy on Student and Public Complaints Against Institutions (Standards II.B.2, II.B.2.c, II.B.3.a, II.B.4).

**College Recommendation 6:**

To fully meet the Standards, the college should ensure that all employee performance evaluations are conducted in a timely basis in accordance with the employee contracts (Standard IIIA.1.b).

**College Recommendation 7:**

The team recommends that the college, in collaboration with the district, put measures in place to ensure the effective control and implementation of the bond program and that decisions related to facilities are aligned with institutional planning (Standards I.B.3, I.B.4, I.B.6, III.B.1.a, III.B.2.a, III.B.2.b).

Dr. Susan Carleo  
Los Angeles Valley College  
July 3, 2013

**College Recommendation 8:**

To fully meet the Standards, the college should establish appropriate management and control mechanisms needed for sound financial decision-making. The institution should ensure that it has sufficient cash flow and reserves to maintain stability with realistic plans to meet financial emergencies and unforeseen occurrences and to ensure long-term financial stability. The team recommends that the President effectively control budget and expenditures (Standards III.D, III.D.2.c, IV.B.2, IV.B.2.a, IV.B.2.d).

With regard to College Recommendation 8, the Follow-up Report should also address the concerns of the Financial Reviewers regarding efforts the College is taking to reduce deficit spending and improve internal financial controls.

**District Recommendation 1:**

In order to meet the Standards, the team recommends that the Chancellor and Board put accountability measures into place to ensure the long-term fiscal stability and financial integrity of the college (Standards IV.B.1.j, IV.B.3).

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. Los Angeles Valley College must correct the deficiencies in meeting Accreditation Standards noted in the recommendations above no later than **March 15, 2015**, or the Commission will be required to take adverse action.

The External Evaluation Report 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 Team 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 actions 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, the College is expected to use the External Evaluation Report to improve educational programs and services and to resolve issues identified by the Commission.

The 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 Report be used to support the continuing improvement of Los Angeles Valley College.

A **final copy** of the External Evaluation Report is attached. Additional copies may now be duplicated.

Dr. Susan Carleo  
Los Angeles Valley College  
July 3, 2013

The Commission requires you to give the Evaluation Team Report, the Special Report, and this letter dissemination to your College staff and to those who were signatories of

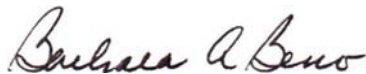
your College Self Evaluation Report. This group should include the campus leadership, the Chancellor, and the Board of Trustees.

The Commission also requires that the Institutional Self Evaluation Report, the Special Report, the External Evaluation 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 farther than one click from the institution's home page.* If you would like an electronic copy of the External Evaluation Report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above. Please do not hesitate to contact us.

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 educational quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Ms. Karen Daar, Accreditation Liaison Officer  
Dr. Adriana Barrera, Interim Chancellor, Los Angeles Community College District  
President, Board of Trustees, Los Angeles Community College District  
Dr. Barbara R. Kavalier, President, San Jose City College, Team Chair

Enclosure

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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. The Guidelines contain the background, requirements, and format for each type of report and presents sample cover pages and certification pages. The Guidelines are available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).