



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

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June 30, 2009

Dr. Betty Inclan  
President  
Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

Dear President Inclan:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 9-11, 2009, reviewed the institutional Self Study Report and the report of the evaluation team which visited Berkeley City College Monday, March 9-Thursday, March 12, 2009. The Commission took action to reaffirm accreditation with a requirement that the College complete two Follow-Up Reports. The first report is due by **March 15, 2010** and will be followed by a visit of Commission representatives. The second report is due by **March 15, 2011** and will also be followed by a visit of Commission representatives.

The Commission asks that the first Follow-Up Report be submitted by **March 15, 2010**. The Follow-Up Report should demonstrate the institution's resolution of Recommendation 7 and the status toward resolution of Recommendations 5 and 6 as noted below:

**Recommendation 7 Board and District Administration**

The team recommends that the district assess the overall effectiveness of its service to the college and provide clear delineation of functional responsibilities and develop clear processes for decision making. (Standard IV.B.1, IV.B.3.a,b,c,f,g)

**Recommendation 5 Management Systems**

The team recommends that the district immediately resolve the functional issues associated with the implementation of the district-wide adopted software management systems for student, human resources, and financial aid administration. (Standards III.C.1.a, III.C.1.c, III.C.1.d, and IV.B.3.b)

**Recommendation 6 Financial Resources and Technology**

The team recommends that the district take immediate corrective action to implement all appropriate controls and necessary MIS system modifications to achieve access to a fully integrated computer information management system, including modules for student, financial aid, human resources, and finance, in order to assure financial integrity and accountability. All corrective action and system testing should be completed within two years and the governing board should receive regular implementation progress reports until project completion. (Standards III.D.1.a, III.D.1.b, and III.D.2.a)

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The Commission asks that the second Follow-Up Report be submitted by **March 15, 2011**. That report will be followed by a visit of Commission representatives. The report should demonstrate resolution of the following recommendations:

**Recommendation 3**

Although significant progress has been made since 2003 in its library's quality and services, the team recommends that in order to improve and broaden upon the progress to date, the college develop an adequate, equitable, and sustainable library allocation for staffing and library resources. (Standards II.C.1, II.C.1.a, II.C.1.c, II.C.1.d, and II.C.2)

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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. Berkeley City College must correct the deficiencies noted by June 2011 or the Commission will be compelled to act.

All colleges are required to file a **Midterm Report** in the third year after each comprehensive evaluation. Berkeley City College should submit the Midterm Report by **March 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.

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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 report, the College is expected to use the Evaluation Team Report to improve the educational programs and services of the institution.

The College conducted a comprehensive self study as part of its evaluation. The Commission requires that the plans for improvement of the institution included in its self study efforts be used to support the continuing improvement of Berkeley City College. The next comprehensive evaluation of the College will occur during **Spring 2015**.

A **final copy** of the Evaluation Team Report is attached. Please disregard any earlier versions you may have. 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 institutional Self Study Report. This group should include 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.

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 institutional integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Mr. Elihu Harris, Chancellor, Peralta Community College District  
Ms. Dona Boatright, Accreditation Liaison Officer  
Board President, Peralta Community College District  
Mr. Don Warkentin, Team Chair  
Evaluation Team Members