



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 31, 2008

Dr. Phoebe Helm
Interim Superintendent/President
Hartnell College
411 Central Avenue
Salinas, CA 93901

Dear President Helm:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 9-11, 2008, reviewed the Progress Report submitted by the college and the report of the evaluation team which visited on Tuesday, October 30-Wednesday, October 31, 2007. The Commission took action to accept the report, **remove Hartnell College from Probation and place the college on Warning.** The College is reminded that the Commission acted in June 2007 to require a Progress Report be submitted by **March 15, 2008.** That report will be followed by a visit of Commission representatives.

I also 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. Hartnell College must correct all deficiencies noted by **June 2009.**

The Progress Report of **March 15, 2008** should provide evidence that the institution has resolved the recommendations and concerns noted below:

Recommendation 1. The team recommends that the college develop a professional ethics code for all personnel and use it as a foundation for conducting an ongoing, collegial, self reflective dialogue about the continuous improvement of student learning and institutional processes, including the governance process. (Standards I.B.1; III.A.1.d; IV.A.1)

Recommendation 2. The team recommends that college constituencies agree upon and implement an ongoing, systematic, integrated process for program review, planning, budgeting and hiring, and that a means be developed to communicate decisions made in those arenas back to the campus at large. (Standards I.B.3; I.B.5; III.A.6; III.B.2.b; III.C.2; III.D.1.a; III.D.2; III.D.2.b)

Recommendation 3. The team recommends that a planning process be completed that will address the needs for staffing and maintenance in new buildings and for technology support in both new and existing buildings. (Standards I.B.3; I.B.4; I.B.6; III.A.2; III.A.6; III.B.1.a; III.B.1.b; III.B.2; III.2.a; III.B.2.b; III.C.1.c; III.C.2)

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Recommendation 4. The team recommends that the college engages in a broad-based dialogue that leads to:

- The identification of Student Learning Outcomes at the course and program levels; and
- Regular assessment of student progress toward achievement of these outcomes. (Standards II.A.1.c; II.A.2.a; II.A.2.b; II.A.2.e; II.A.2.f; II.A.2.g; II.A.2.h; II.A.2.i; II.A.3)

Recommendation 5. The team recommends that the college complete the review and revision of all course outlines and ensure that the catalog information regarding currently offered courses and programs is accurate. (Standard II.A.2.c; II.A.6.c).

Recommendation 6. The team recommends the creation of an enhanced long range fiscal stability/enrollment management effort, which utilizes the services of the Offices of Business and Finance, Instruction, Admissions and Records, Student Services, Outreach Services and other appropriate college resources. (Standards III.D.1.a; III.D.1.b; III.D.1.c; III.D.2.c)

Commission Concern 2: The Commission asks Hartnell College to demonstrate that it meets Eligibility Requirement 10 which requires the institution "defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

In addition, the Commission requires that Hartnell College demonstrate resolution of the recommendation noted below:

Recommendation 7. The team recommends that the Board of Trustees completes their Ethics Policy by developing procedures for sanctioning those who commit ethical violations, and that they develop a comprehensive trustee development plan that provides training focused upon appropriate board behavior, roles and responsibilities. (Standards IV.B.1.a; IV.B.1.e; IV.B.1.f; IV.B.1.g; IV.B.1.h)

All colleges are required to file a **Midterm Report** in the third year after each comprehensive evaluation. Hartnell College should submit the Midterm Report by **March 15, 2010**. Midterm Reports indicate resolution of all team recommendations made for improvement, include a summary of progress on college-identified plans for improvement as expressed in the Self Study Report, and forecast where the college expects to be by the time of the next comprehensive evaluation.

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this.

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The Progress Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation.

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. Allan M. Hoffman, Accreditation Liaison Officer
Board President, Hartnell Community College District
Dr. Christopher McCarthy, Team Chair
Evaluation Team Members