


Memorandum

Date: April 24, 2003

Code: AA-2003-09

To: Members, Academic Council

From: David S. Spence 
Executive Vice Chancellor
and Chief Academic Officer

Subject: **ACCREDITATION ACTIVITY**

It has been customary for us to request annually, in conjunction with preparation of the Board of Trustees agenda item on academic planning and program review, that campuses send us selected materials regarding institutional and specialized accreditation. It has become clear to us that Academic Affairs needs to be apprised of certain accreditation actions in a more timely manner. We therefore ask that you send, *within one week of receipt*, copies of the following kinds of letters:

- (1) All letters from WASC affecting the status of institutional accreditation. This includes letters granting, extending, reaffirming, or denying eligibility for accreditation, candidacy for accreditation, and accreditation, as well as letters conveying a formal notice of concern, issuing a warning, or imposing probation. Letters from WASC regarding single programs (e.g., responses to proposals directed to the Off-Campus and Substantive Change Committee) should be sent if you think they would be of special interest to Academic Affairs.
- (2) Letters from specialized or professional accrediting agencies denying or withdrawing accreditation of a program, school, or college within the campus.

Please send these materials directly to me.

We appreciate your continuing to send to Academic Program Planning other materials related to accreditation: WASC visiting team reports, self-study documents prepared for WASC, visiting team reports from specialized or professional accrediting agencies, letters from specialized or professional accrediting agencies affirming or reaffirming program accreditation. You may prefer, however, to compile and send such materials at longer intervals (e.g., once a term).

If there are questions about the materials requested, please call Dr. Gary Hammerstrom at (562) 951-4718 or Dr. Jolayne Service at (562) 951-4723. Thank you for your cooperation.

cc: Presidents
Associate Vice Presidents, Academic Programs
Gary Hammerstrom
Jolayne Service