



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

Chairperson  
STEVEN KINSELLA  
Administrative Member

Vice Chairperson  
SUSAN KAZAMA  
Academic Member

President  
BARBARA A. BENO

Vice President  
SUSAN B. CLIFFORD

Vice President  
KRISTA JOHNS

Vice President  
GARMAN JACK POND

Associate Vice President  
JOHN NIXON

Associate Vice President  
NORVAL WELLSFRY

February 6, 2015

Dr. Erlinda Martinez  
President  
Santa Ana College  
1530 W. 17th Street  
Santa Ana CA 92706

Dear President Martinez:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2015, reviewed the Institutional Self Evaluation Report, the documentation and presentation by College representatives, and the Report of the External Evaluation Team that visited Santa Ana College October 6-9, 2014.

**College Accreditation Reaffirmed:**

The Commission took action to **reaffirm accreditation** and require the College to submit a Follow-Up Report in October 2015.

Reaffirmation is granted when the institution substantially meets or exceeds the Eligibility Requirements, Accreditation Standards, and Commission policies. Reaffirmation with a Follow-Up Report is required when there are deficiencies leading to noncompliance which do not create an immediate risk to the institution's quality and effectiveness. However, if they are not addressed and fully resolved in a short time, they may threaten quality and effectiveness, and lead to increased noncompliance.

Santa Ana College should submit the **Follow-Up Report by October 15, 2015.**<sup>1</sup> The Report should demonstrate that the College has resolved the deficiencies which led to noncompliance and that it meets the Standards. The Report should address the recommendations noted below.

**Need to Resolve Deficiencies:**

The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in institutional policies, procedures, practices, and outcomes which lead to noncompliance with any Standards will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found Santa Ana College deficient in meeting the following Accreditation Standards: I.B.1, 1.B.2, I.B.3, I.B.5, II.A.1.c, II.A.2.e, II.A.2.f, II.B.4, II.C.2, IV.B.2.b.

Dr. Erlinda Martinez  
Santa Ana College  
February 6, 2015

**Recommendation 1:** In order to meet the Standards, the team recommends that the College institutionalize a process with identified responsibility that ensures the integration, assessment, analysis and use of assessment results, and documented dialogue of learning outcomes. Learning outcomes include course learning outcomes, program learning outcomes, student services outcomes, administrative unit outcomes, and institution learning outcomes. (Standards I.B.1, I.B.2, I.B.3, I.B.5, I.B.6, I.B.7, II.A.1.c, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6, II.A.6.c, II.B.4, II.C.2, III.C.2, III.D.4, IV.A.5, IV.B.2.b., IV.B.3.g)

**Recommendation 2:** In order to meet the Standards, the team recommends that the College establish, implement, and document a regular cycle of evaluation to include effectiveness of planning processes, training, decision-making, communication, resource allocation, and governance practices. (Standards I.B.3, I.B.6, I.B.7, II.A.6.c, III.C.2, III.D.4, IV.A.5, IV.B.3.g)

**Recommendation 3:** In order to meet the Standards, the team recommends that the College make public all student learning outcomes for programs, certificates, and degrees, and ensure and document the regular cycle of assessment of all courses and programs in support of continuous quality improvement. (Standards II.A.1.c, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6)

Under U. S. Department of Education enforcement regulations, the Commission is required to take immediate action to terminate accreditation of an institution which is out of compliance with any Standard. In the alternative, the Commission can provide the institution with additional notice and a deadline for coming into compliance that is no later than two years from when the institution was first informed of the noncompliance. With this letter, Santa Ana College is being provided with notice of the Standards for which it is out of compliance and is being provided time to meet the Standards.

### **Improvement of Institutional Effectiveness:**

In its report, the team noted a recommendation for increasing institutional effectiveness. Recommendations for increasing institutional effectiveness do not identify current areas of deficiency in institutional practice, but do highlight areas of practice for which College attention is needed. The Commission requires that institutions address recommendations for increasing institutional effectiveness as an aspect of maintaining compliance with Standards and continuous quality improvement.

Recommendation 4, as contained in the External Evaluation Team Report, has been made for Santa Ana College to improve institutional effectiveness. Recommendations for improvement may be made to highlight areas for continuing or expanding excellent practices or to identify areas where additional levels of effort should be demonstrated in the future to sustain compliance. The College should plan to fully address all improvement recommendations in the Midterm Report.

The External Evaluation Report that was sent to the institution provides details of the team's

Dr. Erlinda Martinez  
Santa Ana College  
February 6, 2015

findings with regard to each Eligibility Requirement and Accreditation Standard and should be read carefully and used to understand the team's findings.

The guidance and recommendations contained in the External Evaluation Report represent the best advice of the peer evaluation team at the time of the visit but may not describe all that is necessary for the College to come into compliance. The College's own self evaluation and responsive action is a vital part of a successful, voluntary, peer evaluation process. Institutions are expected to take all action necessary to continuously 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, Santa Ana College is expected to use the External Evaluation Report to improve educational programs and services.

I have previously sent you a copy of the External Evaluation Report. Additional copies may now be duplicated. The Commission requires that the College give the Institutional Self Evaluation Report, the External Evaluation Team Report, and this letter appropriate dissemination to College staff and to those who were signatories of the College Self Evaluation Report. This group should include the Chancellor, campus leadership, and the Board of Trustees.

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

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 educational quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

---

<sup>1</sup>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*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).