



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 7, 2014

Mr. Manuel Cabral, Chancellor
Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782

Dear Chancellor Cabral:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 8-10, 2014, reviewed the Follow-Up Report submitted by Leeward Community College and the report of the evaluation team that reviewed the report. The Commission took action to require the College to submit a Follow-Up Report by **October 15, 2014**. The report should demonstrate full resolution of System Recommendations 4 and 5 noted below. In addition, the College should demonstrate compliance with Standard III.A.1.c by adopting and implementing the University of Hawaii Community College System policy.

Need to Correct Deficiencies

The Accreditation Standards, as an integrated whole, represent indicators of academic quality and institutional effectiveness. Deficiencies in any Standard will impact quality at an institution, and ultimately the educational environment and experiences of students. The Commission found Leeward Community College deficient in meeting the following Accreditation Standards: II.A.1.b, II.A.1.c, II.A.2.c, III.C.1, III.C.1.c, III.C.2, IV.B.1.e, and IV.B.1.g from college and system recommendations.

Please note that under U.S. Department of Education regulations, when an institution is out of compliance with any Standards, the Commission “must immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance with the agency’s standards within a time period that must not exceed...two years.” Leeward Community College should fully resolve the noted deficiencies by October 2014.

UH Recommendation 4: Resources

In order to meet the Standards, it is recommended that a comprehensive UH system wide technology plan that includes and supports distance education be developed and implemented and is integrated with institutional planning (Standards II.A.1.b, II.A.1.c, II.A.2.c, III.C.1, III.C.1.c, III.C.2).

UH Recommendation 5: Board and Administrative Organization

In order to meet the Standards, it is recommended that the UH Board of Regents (BOR) adopt a regular evaluation schedule of its policies and practices and revise them as necessary. In addition, the UH BOR must conduct its self-evaluation as defined in its policy and as required by ACCJC Standards (Standards IV.B.1.e, IV.B.1.g).

Mr. Manuel Cabral, Chancellor
Leeward Community College
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Commission Requirement: The Commission also requires Leeward Community College demonstrate that it has adopted, implemented, and is adhering to the UH Policy on faculty (full- and part-time) evaluations to include, as a component, effectiveness in producing learning outcomes (Standard III.A.1.c).

The Follow-Up Report submitted in October 2013 will become part of the accreditation history of the College. I have previously sent you a copy of the Follow-Up Visit Report. The University of Hawai'i Community Colleges system report was attached and made a part of the College team report. Additional copies may now be duplicated. The Commission requires that you give the reports and this letter appropriate dissemination to your College staff and to those who were signatories of your College Report. This group should include the Vice President for Community Colleges, campus leadership, and the Board of Regents.

The Commission also requires that the Follow-Up Report, the 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 farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Institutions are expected to meet Eligibility Requirements, Accreditation Standards, and Commission policies at all times during the six-year review cycle. The College must demonstrate to the Commission at the time of the next regularly scheduled report that the recent changes implemented to resolve deficiencies and meet Eligibility Requirements and Standards have been sustained.

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 educational quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

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¹ 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>).