



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

*Western Association  
of Schools and Colleges*

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

FROM: Barbara A. Beno, President

DATE: December 17, 2013

SUBJECT: Enclosed Corrected Report of the External Evaluation Team

Previously, the chairperson of the External Evaluation Team (Evaluation Team) that recently visited Leeward Community College sent you a draft External Evaluation Report (Report) affording you the opportunity to correct errors of fact. We assume you have responded to the Team Chair. The Commission now has received the final version of the Report, a copy of which is enclosed for you. Please examine the enclosed Report.

- If you believe that the Report contains inaccuracies, you are invited to call them to the attention of the Commission. To do so, you should submit a letter stating recommended corrections to the ACCJC President. The letter should arrive at the Commission office by end of day **December 19, 2013**, in order to be included in Commission materials. The letter may also be sent electronically as a PDF attachment.
- If the institution also wishes to submit additional material to the Commission, it should exercise care, keeping in mind the Commission cannot read and absorb large amounts of material on short notice. Material should arrive at the ACCJC office no later than end of day **December 19, 2013**.
- ACCJC policy provides that, if desired, the Chief Executive Officer (CEO) may request an appearance before the Commission to discuss the Report. The Commission requires that the institution notify the Commission office **by end of day December 19, 2013**, or earlier, of its intent to attend the meeting. This enables the Commission to invite the Team Chair to attend. The CEO must provide any materials for distribution to Commissioners by December 19, 2013. Materials will not be accepted after that date.

The next meeting of the Accrediting Commission will be held on **January 8-10, 2014**, at the Sheraton Grand Sacramento Hotel, Sacramento, California. The enclosure, "Procedures for an Institutional Chief Executive Officer's Appearance Before the Commission," addresses the protocol of such appearances.

Please note that the Commission will not consider the institution as being indifferent if its CEO does not choose to appear before the Commission. If the institution does request to be heard at the Commission meeting, the chairperson of the Evaluation Team will also be asked to be present to explain the reasons for statements in the Report. Both parties will be allowed brief testimony before the Commission deliberates in private.

The enclosed Report should be considered confidential and not given general distribution until it has been acted upon by the Commission and you have been notified by letter of the action taken.

BAB/tl

Enclosure

cc: Ms. Della Anderson, Accreditation Liaison Officer (w/o enclosure)



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Procedures for an Institutional Chief Executive Officer's  
Appearance Before the Commission

The Commission considers institutional accreditation actions in January and June of each calendar year. ACCJC policy provides that when the Commission is deliberating or acting upon matters that concern an institution, it will invite the Chief Executive Officer (CEO) of the institution to meet with the Commission in Executive Session.<sup>1</sup> The appearance is for the purpose of discussing issues of substance and any Accreditation Standards deficiencies noted in the report. There is no requirement that the CEO attend the Commission meeting. If the Commission is considering institutional action as a result of an evaluation team visit, and if the CEO elects to attend the meeting, the Commission will also invite the Chair of the Evaluation Team (Team Chair) or designee to attend.

An institution must send written notification to the ACCJC office at least 15 working days before the scheduled Commission meeting if the CEO wishes to attend. The institution should bear in mind the evaluation of the institution is based upon the conditions at the institution at the time of the team visit.

At the meeting, the institutional CEO will be invited to make a brief presentation, followed by questions from the Commission. The CEO is expected to be the presenter, and should consult with Commission staff if there are plans to invite other representatives to join the CEO. On the day of the Commission meeting, ACCJC staff will escort the CEO (and additional representatives) to and from the designated waiting area to the meeting at the appropriate time. An institution's presentation should not exceed five (5) minutes. The Commission reserves the right to establish a different time limit on such presentations.

The Team Chair or designee will also attend the presentation, normally by conference call. The Commissioners may ask questions of the Team Chair after college representatives have exited. The Team Chair will then be excused, and the Commission will continue its deliberations in closed session.

The CEO will be notified in writing of the subsequent action taken by the Commission.

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<sup>1</sup> Policies that are relevant to this process are the *Policy on Access to Commission Meetings*, *Policy on Commission Actions on Institutions*, *Policy on Commission Good Practice in Relations with Members Institutions*, and *Policy on the Rights and Responsibilities of ACCJC and Member Institutions*.