



ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES
Western Association of Schools and Colleges

Richard Winn, Interim President
Raúl Rodríguez, Chair

February 3, 2017

Dr. Walter Tribley
Superintendent/President
Monterey Peninsula College
980 Freemont
Monterey, CA 93940

Dear President Tribley:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2017, reviewed the Institutional Self-Evaluation Report (ISER) and evidentiary materials submitted by Monterey Peninsula College, and the External Evaluation Team Report (Team Report) prepared by the evaluation team that visited the College October 10-13, 2016. College leadership, including the president of the governing board and the College president, certified the college's report, which was submitted in application for reaffirmation of accreditation. The purpose of the Commission's review was to determine whether the College continues to meet Eligibility Requirements, Accreditation Standards, and Commission policies (hereafter called Standards).

After considering the material noted above, the Commission acted to delay reaffirmation, **impose Probation**, and require a **Follow-Up Report** on the issues identified in the team's findings of noncompliance at the College. The Follow-Up Report will be due on **March 15, 2018**, and will be followed by a visit by Commission representatives.¹ Probation indicates that the Commission has determined that the institution has deviated significantly from the Standards.

The Commission finds Monterey Peninsula College out of compliance with the following Eligibility Requirements and Standards: I.B.2, II.A.11, and ER 11 (Recommendation 1); I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, and ER 11 (Recommendation 2); I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, and ER 11 (Recommendation 3); I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, and ER19 (Recommendation 4); I.C.8 (Recommendation 5); II.B.1 and II.B.3 (Recommendation 8); II.C.1 and II.C.2 (Recommendation 9); III.A.9, III.A.10, and ER 8 (Recommendation 13); III.A.5 and III.A.6 (Recommendation 14); III.A.11, III.A.12, and III.A.13 (Recommendation 15); III.C.1 and III.C.3 (Recommendation 16); III.C.1 and III.C.2 (Recommendation 17); III.C.5, IV.C.6, and IV.C.7 (Recommendation 18); III.D.1, III.D.11, and ER 18 (Recommendation 19); III.D.12 (Recommendation 20); IV.A.6 (Recommendation 21); and IV.A.7 (Recommendation 22).

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*, found on the ACCJC website at: www.accjc.org/college-reports-accjc.

Dr. Walter Tribley
Monterey Peninsula College
February 3, 2017

Need to Resolve Deficiencies

Standards represent practices that lead to academic quality and institutional effectiveness and sustainability. Deficiencies in institutional policies, practices, procedures, and outcomes which lead to non-compliance with any Standard will impact institutional quality and, ultimately, the educational environment and experience of students. The evaluation team has provided recommendations that give guidance for how the institution may come into compliance with Standards.

While the College must address all compliance recommendations, the Commission wishes to emphasize that the reason for the sanction is due to non-compliance in the following areas: student learning outcomes for instruction and student support services, planning and evaluation, technology infrastructure, and financial resources as noted in recommendations 1, 3, 4, 9, 16, and 19.

Recommendation 1: In order to meet the Standards, the team recommends the College completes the implementation of TracDat and begin to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, and ER 11)

Recommendation 2: In order to meet the Standards, the team recommends the College develop a process and calendar to assess the College's progress and planning processes in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, and ER 11)

Recommendation 3: In order to meet the Standards, the team recommends the College attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed. To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all instructional programs and student and learning support services, as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, and ER 11)

Recommendation 4: In order to meet the Standards, the College needs to engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality.

Dr. Walter Tribley
Monterey Peninsula College
February 3, 2017

Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, and ER19)

Recommendation 5: In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)

Recommendation 8: In order to meet the Standards, the team recommends the College conduct regularly scheduled library surveys of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior, and experience, and to use the results as the basis for improvement. (Standards II.B.1 and II.B.3)

Recommendation 9: In order to meet the Standards, the team recommends the College improve its evaluation process of student support and learning services to include discussion of services offered at all centers and for distance education based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the college's mission. (Standards II.C.1 and II.C.2)

Recommendation 13: In order to meet the Standards, the team recommends the College create a Human Resources staffing plan to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the institution's mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, and ER 8)

Recommendation 14: In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups. The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning. (Standards III.A.5 and III.A.6)

Recommendation 15: In order to meet the Standard, the team recommends the College establish a review schedule of policy and procedures relevant to Human Resources. (Standards III.A.11, III.A.12, and III.A.13)

Recommendation 16: In order to meet the Standards, the team recommends the College immediately address network vulnerabilities starting with implementing a firewall solution in order for the College to ensure its technology infrastructure is appropriate and adequate to support the institution's management and operational functions. (Standards III.C.1 and III.C.3)

Dr. Walter Tribbley
Monterey Peninsula College
February 3, 2017

Recommendation 17: In order to meet the Standards, the team recommends the College complete and roll out the Information Technology Disaster Preparedness/Recovery Plan in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1 and III.C.2)

Recommendation 18: In order to meet the Standards, the team recommends the College complete the revisions and implementation of all board policies. The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, and IV.C.7)

Recommendation 19: In order to meet the Standards, the team recommends the College discontinue deficit spending by adopting budgets that match ongoing revenue and expenditures in the unrestricted general fund without the need to make significant draws against the unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, and ER 18)

Recommendation 20: In order to meet the Standard, the team recommends the College develop a funding plan and set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) annual required contribution (ARC) each year. (Standard III.D.12)

Recommendation 21: In order to meet the Standard, the team recommends the College clarify Board, administrators, classified and faculty roles in the decision-making process and routinely evaluate and monitor these roles. These roles are not distinctly differentiated at the faculty level between Academic Senate and the faculty bargaining unit's role in participatory governance and labor relations. (Standard IV.A.6)

Recommendation 22: In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to ensure their integrity and effectiveness. (Standard IV.A.7)

Improving Institutional Effectiveness

The Team Report noted Recommendations 6, 7, 10, 11, and 12 for improving institutional effectiveness (improvement recommendations). These recommendations do not identify current areas of deficiency in institutional practice, but highlight areas of practice for which College attention may be needed. Consistent with its policy to foster continuous improvement through the peer-review process, the Commission expects institutions to consider the advice for improvement offered. In the Midterm Report, the College will include any actions taken in response to the evaluation team's improvement recommendations.

Dr. Walter Tribbley
Monterey Peninsula College
February 3, 2017

Two-Year Rule

Under U.S. Department of Education enforcement regulations, the Commission is required to take immediate action to terminate the accreditation of an institution which is out of compliance with any Standards, or, alternatively, may provide an 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 non-compliance. With this letter, Monterey Peninsula 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.

Next Steps

The Team Report provides details of the team's findings with regard to the College's work to meet the Standards. The guidance and recommendations contained in the Report represent the best advice of the evaluation team at the time of the visit but may not describe all that is necessary for the College to come into compliance (or to improve).

The College has received a copy of the Team Report. The Commission requires that the College give the ISER, the Team Report, and this letter appropriate dissemination to those who were signatories of the ISER and to make these documents available to all campus constituencies and to the public by posting them on the College website. Please note that in response to public interest in accreditation, the Commission requires institutions to post accreditation information on a page no more than one click from the institution's home page.

Public Disclosure Notice and Institutional Response

Federal regulations require the Commission post a Public Disclosure Notice (PDN) for institutions placed on Probation. The PDN is used to inform the public of the reasons for this sanction. Attached you will find a sheet entitled About the Public Disclosure Notice, as well as the proposed PDN for Monterey Peninsula College.

The Commission will post the PDN on the College's entry in the *Directory of Accredited Institutions* at www.accjc.org. The institution is permitted to post a response to the PDN and your comments are invited. Please provide the College's response for posting, if any, by February 28, 2017.

On behalf of the Commission, I wish to express appreciation for the collaborative work that Monterey Peninsula College undertook to prepare for institutional self-evaluation, and to support the work of the external evaluation team. Thank you for sharing the values and the work of accreditation to ensure educational quality and to support student success. Accreditation and peer review are most effective when the College and the ACCJC work together to focus on student outcomes and continuous quality improvement in higher education.

Dr. Walter Tribley
Monterey Peninsula College
February 3, 2017

If you should have any questions concerning this letter or the Commission action, please don't hesitate to contact me or one of the ACCJC Vice Presidents. We would be glad to help you. We would also like to recommend the College seek assistance from the ACCJC or the Chancellor's Office in order to meet the Standards and remove the probation status.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Winn", with a long horizontal flourish extending to the right.

Richard Winn, Ed.D.
Interim President

RW/tl

Attachment