June 29, 2006

Dr. Philip Day
Chancellor
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dear Chancellor Day:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 7-9, 2006, reviewed the institutional self study report and the report of the evaluation team which visited City College of San Francisco on March 20- March 23, 2006. The Commission took action to reaffirm accreditation, with a requirement that the college complete a Progress Report and a Focused Midterm Report.

The Commission asks that the Progress Report be submitted by March 15, 2007. The Progress Report should focus on the institution's resolution of the recommendation below:

Recommendation 4: Financial Planning and Stability  The team recommends that the college develop a financial strategy that will: match ongoing expenditures with ongoing revenue; maintain the minimum prudent reserve level; reduce the percentage of its annual budget that is utilized for salaries and benefits; and address funding for retiree health benefits costs. (Standards III.D.1.b, III.D.2.c, and III.D.2.d).

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Midterm Reports indicate progress toward meeting all of the evaluation team's recommendations and forecast where the college expects to be by the time of the next comprehensive evaluation. The Midterm Report also includes a summary of the progress on college-identified concerns as expressed in the self study report. The Focused Midterm Report is a midterm report which must give evidence of progress on recommendations selected for emphasis by the Commission.

City College of San Francisco should submit the Focused Midterm Report by March 15, 2009. The Focused Midterm Report should address all the team’s recommendations with special emphasis on the recommendations noted below:

Recommendation 2: Planning and Assessment  The team recommends that the college build upon its continuing planning and assessment efforts and develop an integrated process of institutional planning and assessment that combines strategic planning, educational planning, facilities planning,
technology planning, and personnel planning in a manner that links these planning processes to annual budgets. Planning should be based upon the findings of instructional and non-instructional program review, which should include clear criteria for resource reallocation and/or program and service development, expansion, or termination. (Standards I.B, II.A.2.e, and II.A.2.f).

**Recommendation 3: Student Learning Outcomes** The team recommends that the college ensure that student learning outcomes are fully institutionalized as a core element of college operations, with specific focus on curriculum and program development. (Standards I.B.1, II.A.1.c, II.A.2, II.A.3, and II.A.6).

The Commission commends the thoughtful and innovative Self Study Report prepared by San Francisco City College. It is clear from the report that the institution successfully engaged in institution-wide dialogue about institutional effectiveness. That engagement in the fundamental purpose of self study will serve the college well as it continues development of learning outcomes.

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires you to give the team report and this letter appropriate dissemination to your college staff and to those who were signatories of your college self study report. This group should include the campus leadership and the Board of Trustees. The Commission also requires that the team report and the self study report be made available to students and the public. Placing copies in the college library can accomplish this. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff.

The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the college is expected to use the report to improve the educational programs and services of the institution.

The college conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing development of City College of San Francisco. The next comprehensive evaluation of the college will occur during Spring 2012.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two).
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A further requirement is that accrediting agencies pay close attention to student loan default rates.

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 quality.

Sincerely,

[Signature]

Barbara A. Beno, Ph.D.  
President

BAB/tl

Enclosure

cc: Dr. Robert Gabriner, Accreditation Liaison Officer  
    Board President, San Francisco Community College District  
    Dr. Constance Carroll, Team Chair  
    Evaluation Team Members