

June 29, 2020

Dr. Trevor Albertson, Acting Superintendent/President  
Lassen Community College  
478-200 Hwy 139  
Susanville, CA 96130

Dear Dr. Albertson:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 10-12, 2020, reviewed the Institutional Self Evaluation Report (ISER) and evidentiary materials submitted by Lassen Community College. The Commission also considered the Peer Review Team Report (Team Report) prepared by the peer review team that conducted its onsite visit to the College, March 9-12, 2020. The Commission considered your spoken testimony and that of Ms. Carrie Camacho, Chief Instructional Officer, and Dr. Randy Joslin, Accreditation Liaison Officer. The Commission found these additional perspectives to be helpful.

The purpose of this review was to determine whether the College continues to meet ACCJC's Eligibility Requirements, Commission Policies, and Accreditation Standards (hereinafter, the Standards). Upon consideration of the written and oral information noted above, the Commission acted to **Issue Warning and require a Follow-Up Report, due no later than October 1, 2021, followed by a visit from a peer review team.**

#### Commendations

The Commission recognizes the exemplary performance of Lassen Community College in the following area. Commendations signify practices for which the Commission believes the institution has exceeded standards.

**Standard II.C.3 (Commendation 2):** The Commission commends the College for assuring equitable access to all its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.

#### Compliance Requirements

The Commission also determined that the College must demonstrate compliance with the following Standards, as identified in the requirements below. This demonstration must be addressed in the required Follow-Up Report.

**Standard I.A.3, I.B.5, I.B.6, I.B.8, I.B.9, II.A.2, II.C.1, III.D.1 (Requirement 1):** In order to meet the Standards, the Commission requires the College assess the accomplishment of its mission through program review, student learning outcomes, and

student achievement. The College must engage in continuous, broad-based, systematic evaluation and planning by conducting and implementing program review and resource allocation into a comprehensive process that, in turn, leads to improvement of institutional effectiveness and academic quality. The College must broadly communicate the results so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.

**Standard I.B.2, I.B.4, II.A.3, II.A.11, II.A.14 (Requirement 2):** In order to meet the Standards, the Commission requires the College regularly assess student learning outcomes at the course, program, and institutional level.

**Standard I.B.3 (Requirement 3):** In order to meet the Standard, the Commission requires the College establish a process for setting institution-set standards for student achievement appropriate to its mission and assess how well it is achieving them in pursuit of continuous improvement.

**Standard II.A.10 and Commission Policy on Transfer of Credit (Requirement 4):** In order to meet the Standard and the Commission Policy, the Commission requires the College develop a transfer of credit policy and publish the information.

**Standard II.A.15 (Requirement 5):** In order to meet the Standard, the Commission requires the College complete its policy process for the program viability policy.

**Standard III.A.9, IV.B.2 (Requirement 6):** In order to meet the Standards, the Commission requires the College develop a process for determining sufficient levels of staffing for management and classified positions.

**Standard III.B.3 (Requirement 7):** In order to meet the Standard, the Commission requires the College assure the feasibility and effectiveness of its physical resources by evaluating its facilities and equipment regularly to determine if physical resources support institutional programs and services.

**Standard III.B.4 (Requirement 8):** In order to meet the Standard, the Commission requires the College engage in long-range capital planning and consider the total cost of ownership in planning and acquiring facilities and equipment.

**Standard IV.C.12 (Requirement 9):** In order to meet the Standard, the Commission requires the Governing Board delegate full responsibility and authority to the CEO to implement and administer board policies without board interference and hold the CEO accountable for the operation of the College.

**ACCJC Policy on Student and Public Complaints Against Institutions**

**(Requirement 10):** In order to meet the Policy, the Commission requires the College develop and implement clear processes for student complaints, including equitable access for all students regardless of location or modality, and ensure that records are collected and maintained in a secure location.

In accordance with federal regulations, compliance requirements must be addressed and the institution must demonstrate that it aligns with Standards within two years<sup>1</sup>.

#### Recommendations for Improving Institutional Effectiveness

The Team Report noted Recommendations 11 and 12 for improving institutional effectiveness. These recommendations do not identify current areas of deficiency in institutional practice, but consistent with its mission to foster continuous improvement through the peer review process, the Commission encourages institutions to give serious consideration to the advice contained in the peer reviewers' recommendations. The Commission anticipates that you will bring them and the team's full report to the attention of your institution for serious consideration. In the Midterm Report, the College will include actions taken in response to the peer review team's improvement recommendations.

#### Next Steps

The Team Report provides details of the peer review team's findings. The guidance and recommendations contained in the Report represent the best advice of the peer review team at the time of the visit but may not describe all that is necessary for the college to improve or to come into compliance. A final copy of the Team Report is attached.

The Commission requires that you disseminate the ISER, the Team Report, and this letter to those who were signatories of the ISER and that you make these documents available to all campus constituencies and the public by placing copies on the College website. Please note that in response to public interest in accreditation, the Commission requires institutions to post current accreditation information on a Web page no more than one click from the institution's home page. In keeping with ACCJC policy, the Commission action will also be posted on the ACCJC website within 30 days of the date of the Commission's action.

On behalf of the Commission, we wish to express appreciation for the diligent work and thoughtful reflection that Lassen Community College undertook to prepare for this evaluation. These efforts confirm that peer review can well serve the multiple constituencies of higher education by both ensuring and encouraging institutional quality and effectiveness.

If you have any questions about this letter or the Commission's action, please feel free to contact Dr. Stephanie Droker or the vice president assigned as liaison to your institution.

Sincerely,



Stephanie Droker, Ed.D.  
ACCJC President



Ian Walton, Ph.D.  
ACCJC Chair

cc: Dr. Randall S. Joslin, Accreditation Liaison Officer

Enclosure

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<sup>1</sup> For more information, refer to the Commission policy on "The Two-Year Rule and Extension for Good Cause" on the ACCJC website at <https://accjc.org/eligibility-requirements-standards-policies/>.