



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

Chairperson  
E. JAN KEHOE  
CCLDIF

Vice Chairperson  
LURELEAN B. GAINES  
East Los Angeles College

President  
BARBARA A. BENO

Vice President  
GARMAN JACK POND

Associate Vice President  
LILY OWYANG

Business Officer  
DEANNE WILBURN

ITAS  
TOM LANE

Administrative Assistant  
CLARE GOLDBERG

January 31, 2008

Dr. Douglas Houston  
Superintendent/President  
Lassen College  
P. O. Box 3000  
Susanville, CA 96130

Dear President Houston:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 9-11, 2008, reviewed the Progress Report submitted by Lassen College and the report of the evaluation team which visited on Monday, October 29, 2007. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution. The Commission took action to accept the report.

The Commission also acted to continue Lassen College on **Probation** and to ask that the college correct the deficiencies noted. The college is required to complete a Progress Report by **October 15, 2008**. This report will be followed by a visit by Commission representatives.

Probation is issued when the Commission finds that an institution deviates significantly from the Commission's eligibility criteria, standards, or policies or fails to respond to conditions imposed upon it by the Commission. The accredited status of the institution continues during the probation period.

This action constitutes a public sanction as described in the Policy on Commission Actions on Institutions in the Commission's *Accreditation Reference Handbook*. As such, the action will be noted on the Commission's website.

I also wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. Lassen College must correct the deficiencies noted by **January 2009**.

The Progress Report of October 15, 2008 should focus on the institution's final resolution of the recommendations below:

**Recommendation 10:** The college should fill all administrative/management vacancies as quickly as possible while consistently using established hiring policies and practices.

Dr. Douglas Houston  
Lassen College  
January 31, 2008  
Page Two

**Recommendation 13:** The college should consider the value of contracting with an outside expert (possibly a retired CIO) to assist in, *but in any case should complete the work*, of evaluating policies, procedures and practices attendant to all aspects of curriculum and student learning, including laws, regulations, and best practices.

**Recommendation 15:** The college should initiate a review of its current staffing to determine whether full-time faculty are proportionally distributed to address enrollment distributions; and where faculty loads are disproportionate or not appropriate, a plan should be developed to facilitate the shift into higher demand programs and better utilization of faculty resources.

**Recommendation 17:** Recommendation 17: The college needs to create a research function with the appropriate resources and staff including an educational researcher to perform the necessary research to meet ER 19 and all the Accreditation Standards requiring research on programs and services, student achievement and learning outcomes, and institutional effectiveness. The results of the research need to be used by the leadership and all governance groups in their deliberations, dialogue, and decision making.

**Recommendation 18:** The college needs to use the resulting data and research outlined in Recommendation 17 to systematically implement a robust program review process for all programs and services of the college.

**Recommendation 19:** The college needs to design and implement on-going institutional planning processes based on data and research which result in a strategic plan, an educational master plan, a technology plan, and a facilities plan. These processes should inform future enrollment management decisions, resource allocation, and most importantly educational programs and services for the students and the community. The processes should be evaluated, using agreed-upon criteria, on an annual basis to determine the effectiveness of the governance groups and leadership responsible for them as well as the success of the planned outcomes and actions stated in the plans.

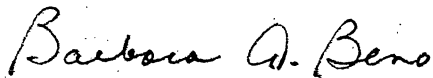
**Recommendation 21:** The college should review its staffing levels in Information Technology and develop a plan to address appropriate levels of staffing for services and research as well as backup systems.

The Commission note that Lassen College's comprehensive evaluation is scheduled for Spring 2008. The Commission has scheduled the Progress Report and Visit for October 2008 because it does not believe the College can fully address the above noted recommendations by the time of the comprehensive evaluation in March 2008. The college is reminded that the comprehensive evaluation team will take a holistic approach to determining whether the institution meets accreditation standards, and may identify additional deficiencies.

Dr. Douglas Houston  
Lassen College  
January 31, 2008  
Page Three

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this. The Progress Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Ms. Susan Mouck, Accreditation Liaison Officer  
Board President, Lassen CCD  
Dr. Sherrill Amador, Team Chair  
Evaluation Team Members  
Mr. Tom Henry, State Trustee