

August 21, 2017

Ms. Rowena Tomaneng, President  
Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

Dear President Tomaneng:

This is a friendly reminder that your Midterm Report is **due by March 15, 2018**.

The Midterm Report provides the Commission with an update on the work accomplished since the institution's comprehensive review. The report includes analysis and supporting evidence in response to the improvement recommendations made by the previous comprehensive evaluation team, progress on any improvement plans as described in the Institutional Self-Evaluation Report, and an analysis of longitudinal trend data. The college will also report on its progress and outcomes from the action projects identified in its Quality Focus Essay.

Berkeley City College will send the institutional Report with evidence in PDF on a USB Flash Drive to the Commission office. The Commission publication, *Guidelines for Preparing Institutional Reports to the Commission*, which is found on our website, explains the presentation of the report. Within those guidelines, Berkeley City College is free to organize the report in ways which are useful to the institution in its ongoing efforts of continuous quality improvement.

On behalf of the Commission, thank you for the tremendous commitment you and your staff have made toward improving student learning and academic quality in our region. Please do not hesitate to contact me if you need any assistance. I look forward to working with you.

Sincerely,



Stephanie Droker, Ed.D.  
Vice President

cc: Ms. Tram Vo-Kumamoto, Accreditation Liaison Officer

Enclosures



## **Protocol for Creating/Submitting Evidence Electronically to ACCJC**

When submitting institutional reports, the college will provide evidence that supports its narrative. When large documents are used as evidence, hyperlinks in the report will point to those sections of the document that are specifically related to the statements made by the institution. Institutions should carefully select relevant evidence to support the elements of narrative stated in the report. The ACCJC *Manual for Institutional Self Evaluation*, the *Guide to Evaluating-and Improving Institutions*, and *Guidelines for Preparing Institutional Reports to the Commission* provide guidance about selection and presentation of evidence associated with the ERs, Accreditation Standards, and Commission policies, and areas of institutional practice. The best evidence is that which is meaningful to an institution's constituents and used in planning, operations, decision-making, assessments and improvement practices.

Evidence must accompany the college report and is submitted in PDF on a clearly labeled USB Flash drive. A requirement of evidence submitted on Flash drive is to use the shortest file names and folder structures possible. Please use the following methodology:

1. Folder names should not be more than four characters in length
2. File names must not be more than 27 characters in length
3. Avoid complex or redundant sub folder structures
4. Develop standardized abbreviations for file naming conventions

A separate folder should be created for each section of the report. When a document is referenced as evidence in two sections of the report, please use a hyperlink within the report that will automatically take the reader to the evidence document in the folder where the evidenced is referenced for the first time in order to eliminate redundancy. This simple rule should apply to all sections of the report that reference any single evidentiary document found on the Flash drive.





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

Richard Winn, Interim President  
Raúl Rodríguez, Chair

February 3, 2017

Ms. Rowena Tomaneng  
President  
Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

Dear President Tomaneng:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2017, reviewed the Follow-Up Report and evidentiary materials submitted by Berkeley City College and the External Evaluation Team Follow-Up Team Report (Team Report) prepared by the evaluation team that visited November 7-8, 2016. College leadership, including the president of the governing board, the chancellor, and the College president, certified the College's report. The purpose of the Commission's review was to determine whether the College had resolved deficiencies noted during the spring 2015 comprehensive review and now meets Eligibility Requirements, Accreditation Standards, and Commission policies (hereafter called Standards).

After considering all of the material noted above, the Commission finds that Berkeley City College has addressed College Recommendations 1, 2, 3, and 4, and District Recommendations 1 through 8, as noted by the spring 2015 comprehensive evaluation team; resolved the deficiencies; and meets Standards I.A.3, I.B.3, I.B.5, I.B.6, I.B.7, III.A.2, III.A.6, III.B.1, III.B.1.a, III.B.2, III.B.2.a, III.C.1.b, III.D.1.c, III.C.1.d, III.C.2, III.D.1.a, III.D.1.b, III.D.1.c, III.D.1.h, III.D.2.b, III.D.3.c, III.D.3.h, III.D.4, IV.B.1, IV.B.1.a, IV.B.1.e, IV.B.1.j, IV.B.2.b, IV.B.3, IV.B.3.b, IV.B.3.c, and IV.B.3.g. On reviewing the evidence submitted by the College, the Commission considers the Standards cited in District Recommendations 5 and 6 to be met once the staffing plan has been fully realized and the College/District functional responsibilities have been followed. This will require additional time to document, but the College and District have resolved the deficiencies noted in these recommendations.

The Commission took action to remove Warning and **reaffirm accreditation**. The Commission encourages the institution to ensure it continues the work done to meet Standards. The College's Midterm Report is due in **spring 2018**.<sup>1</sup>

A **final copy** of the Follow-Up Team Report is attached. Commission changes to the Report are noted on a separate page for inclusion with the Report.

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<sup>1</sup> 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](http://www.accjc.org/college-reports-accjc).


Ms. Rowena Tomaneng  
Berkeley City College  
February 3, 2017

The Commission requires the College give the Follow-Up Report, the Team Report, and this letter appropriate dissemination to College staff and those who were signatories of the Follow-Up Report, 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.

On behalf of the Commission, I wish to express appreciation for the collaborative work that Berkeley City College undertook to prepare the Follow-Up Report, 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.

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.

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

cc: Dr. Jowel Laguerre, Chancellor, Peralta Community College District

Attachment