



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 16, 2004

Dr. Thelma Scott-Skillman
President
Folsom Lake College
100 Clarksville Road
Folsom, CA 95630



Dear President Scott-Skillman:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2004, reviewed the institutional self study report and the report of the evaluation team which visited Folsom Lake College on Tuesday, October 14-Thursday, October 16, 2003. I am pleased to inform you that the Commission has granted the college initial accreditation with the requirement that the college submit a Progress Report. The report will be followed by a visit by Commission representatives.

Folsom Lake College should submit the Progress Report by **March 15, 2005**. The report should address the following recommendations:

1. The college has implemented several planning-related activities that must now be evaluated in order to determine what has been effective and what has not. Because of the absence of clear links between the processes, the team recommends a) the development of a complete blueprint of the mission review, research, planning, and evaluation cycle in order to more clearly communicate these processes to faculty, staff, and the community. This blueprint would include definitions of all relevant terms, detailing of the processes for implementing and evaluating the plans, and a clarification of links between college mission, goals, plans, and resource allocations (Standard 1.4, 3A.1, 3A.3, 3A.4, 3B.1, 3B.2, 3B.3, 4D.6, 5.10, 6.7, 8.5, 9A.1); and b) the proper training of decision-makers in accessing and using research resources currently available (Standard 3A.2).
2. The Los Rios District has developed a strategic plan to serve the people within the district through the creation of four colleges and a series of educational centers affiliated with each of those colleges. The team recommends that, in order to increase effectiveness, this plan should include appropriate provision for the delivery of necessary instructional and student support services for all of the existing centers and at those that may be created in the future. (Standards 4A.4, 5.6, 6.1, 7A.1, 9A.1, 9A.2)

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5. The team recommends that the college community give high priority to fostering trust by clearly outlining and guaranteeing the roles and responsibilities of faculty, staff, and administrators through the development and implementation of consistent processes that provide for the inclusion of all appropriate constituencies. (Standard 10B.6 and 10B.8)

The college is commended for the extent to which important information is readily and reliably available through convenient devices such as the "S-drive" and the creation and support of the Innovation Center which continuously provides development opportunities for college employees. The college is further commended for the infusion of technology throughout the college and the quality of the instruction and the enthusiasm of its faculty.

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 self study, the team report and this letter dissemination to your college staff and to those who were signatories of your college self study. This group should include the Chancellor, campus leadership and the Board of Trustees. The Commission also requires that the report and the self study be made available to the public. Placing copies in the college library can accomplish this. Should you want the team 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 an institution may concur or disagree with any part of the team report, but we do expect that the report will be used to improve the educational programs and services of the institution.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Folsom Lake College should submit the Midterm Report by **October 15, 2006**. Midterm Reports indicate progress toward meeting the evaluation team's recommendations and forecast where the college expects to be by the time of the next comprehensive evaluation. The college also includes a summary of progress on college-identified concerns as expressed in the self study.

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 Folsom Lake College. The next comprehensive evaluation of the college will occur during academic year **fall 2009**.

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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. 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,



Barbara A. Beno
Executive Director

BAB/tl

cc: Dr. Brice Harris, Chancellor, Los Rios Community College District
Board President, Los Rios Community College District
Dr. David Wolf, Team Chair
Evaluation Team Members

Enclosure