February 3, 2009

Dr. Linda Spink
President
Los Angeles Harbor College
1111 Figueroa Place
Wilmington, CA 90744

Dear President Spink:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 7-9, 2009, reviewed the Report submitted by Los Angeles Harbor College and the report of the evaluation team which visited on Wednesday, November 5, 2008. The Commission took action to accept the report and remind the college that at the time of the Midterm Report, due by March 15, 2009, it is required to submit a Report demonstrating resolution of the following recommendation:

Commission Recommendation 1: The Commission is seeking evidence that the district has developed, implemented, and is adhering to a plan which will address the unfunded retiree health benefit liability to assure out-year obligations are met without significant negative impact on the financial health of the institution. (Standard III.D.1.c)

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 the Chancellor, 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. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff. The Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation.

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, Ph.D.
President

BAB/tl

cc: Mr. Luis Rosas, Accreditation Liaison Officer
    Mr. Mark Drummond, Chancellor, Los Angeles CCD
    Board President, Los Angeles CCD
    Mr. Mike Rota, Team Chair
    Evaluation Team Members
PREPARATION OF A MIDTERM REPORT

A Midterm Report is due in the third year following the evaluation team visit. An institution is expected to address and resolve all recommendations provided by a comprehensive evaluation team within six years or by the time of the next comprehensive visit. An institution is also expected to follow up on all of its own plans for improvement as identified in the Self Study Report within the same six-year period. In the Midterm Report, the institution is required to inform the Commission of its progress toward resolution of these matters. The institution is expected to provide narrative information and analysis regarding:

- each of the recommendations of the evaluation team
- the areas identified in the planning agenda of its self study
- updates on substantive change approvals or pending proposals

The report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

Midterm Report Format
The following format for the report should be used:

1. Cover Sheet
   Include the date of submission, the name and address of the institution, and a notation that this is a Midterm Report.

2. Table of Contents

3. Statement on Report Preparation
   The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.

4. Response to Team Recommendations and the Commission Action Letter
   The report should describe the progress made on each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.

5. Response to Self-identified Issues
   In the Planning Agenda section of the self study, the institution reported on areas needing improvement. The institution should provide a brief description of the progress made on these self-identified issues specifying timelines to completion and responsible parties.

6. Update on Substantive Change Proposals in progress, pending, or planned

7. The Midterm Report must be reviewed by the Governing Board prior to its submission
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

The institution is required to send two copies of its report to the Commission plus an electronic version. The hard copies of the report should be sent to the Commission’s mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949. The electronic version of the report should be transmitted to accjc@accjc.org.