



**ACCREDITING  
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for COMMUNITY and  
JUNIOR COLLEGES**

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January 31, 2011

Mr. Michael Claire  
President  
College of San Mateo  
1700 W. Hillsdale Blvd  
San Mateo, CA 94402

Dear President Claire:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the Midterm Report submitted by College of San Mateo. The purpose of this review was to assure that the recommendations made by the evaluation team had been addressed by the institution and that the College had also provided an update on the self-identified planning agendas which were included in the Self Study Report.

The Commission notes that the College has documented its resolutions of Recommendations 1 - 10 from the last comprehensive review in its Progress Report 2008 and Follow-up Report 2009, respectively. The Midterm report provided evidence that the College continues to improve its institutional quality as related to the recommendations. These include: development of objectives related to goals, evaluation of plans and communication of results, development of course, certificate and degree student learning outcomes and assessment strategies, review of distance education, improvement of student retention based on student retention data, evaluation of student support services, incorporating effectiveness of producing SLOs into the faculty evaluation process, sustainability of infrastructure, implementation of a regular cycle of governance structures, processes and committees, establishment of a regular cycle of review of Rules and Regulations by the Board, evaluation of college presidents, codification of the Delineation of Functions Process and setting a three-year review cycle. The College is also addressing its own plans for continued improvement (self-identified planning agendas).

Institutions are expected to meet the Standards at all times during the six-year review cycle and to demonstrate at the time of the next comprehensive review visit, the sustainability of the improvements made to address and resolve the recommendations made by the previous comprehensive evaluation team.

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The Midterm Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. 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.

**Commission Reminder:** The Commission expects that institutions meet Standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds College of San Mateo that it must be prepared to demonstrate that it meets these Standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, and II.C.2).

Please note that the next comprehensive evaluation of College of San Mateo will occur in **Fall 2013**.

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. 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. Ron Galatolo, Chancellor, San Mateo County CCD  
Dr. Susan Estes, Accreditation Liaison Officer  
Board President, San Mateo County CCD