



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

Barbara A. Beno, President
Susan S. Kazama, Chair

October 14, 2016

Dr. Marie-Elaine Burns
Interim President
Merritt College
12500 Campus Drive
Oakland, CA 94619

Dear President Burns:

At the meeting of June 3-5, 2015, the Accrediting Commission for Community and Junior Colleges took action with regard to Merritt College, which included a Follow-Up Report and visit. This letter will confirm that the visit will take place Wednesday, November 9, 2016. Please send copies of the institutional Follow-Up Report to the team.

The team roster is attached. If you identify any conflict of interest as described in the ACCJC Policy on Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives (attached), please let me know as soon as possible. The team will devote its attentions primarily to the matters that are identified in the Action Letter (attached) and to which the report is directed. You will be hearing from the team chair to discuss the visit and take care of any logistical matters that might be involved.

Upon completion of the visit, the Team Chair will prepare a short report which will be presented to the Commission at its meeting in January 11-13, 2017. Soon after the meeting the College will be informed of the action taken by the Commission. I must remind you that after the visit the College will be billed for the visit itself (direct costs plus fifteen percent for office overhead). Please read the attached memo regarding lodging and off-site meal costs during the visit.

Dr. Marie-Elaine Burns
Merritt College
October 14, 2016

Thank you for all of your work in support of accreditation processes. Quality assurance, institutional effectiveness and ongoing improvement can only result with the kind of special efforts that you and Merritt College are making.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Jack Pond", written over a horizontal line.

G. Jack Pond
Vice President

GJP/tl

Cc: Dr. Jeffrey Lamb, Accreditation Liaison Officer

Enclosure: Action Letter, Team Roster, Memo, Policy on Conflict of Interest for
Commissioners, Evaluation Team Members, Consultants, Administrative Staff,
and Other Commission Representatives

October 14, 2016

Merritt College
Follow-Up Report Visit Team Roster
Wednesday, November 9, 2016

You are reminded to send the Follow-Up Report to each team member electronically in Microsoft Word and in hard copy prior to the visit. In addition, one electronic copy in Word, and one hard copy of the Follow-Up Report must be sent to the Commission office. All evidence referenced in the report must be on USB Flash drive and accompany the report.

Chair

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