

November 18, 2020

Dr. David Johnson, President
Merritt College
12500 Campus Drive
Oakland, CA 94619

Dear Dr. Johnson:

Please find enclosed the complete team roster for the comprehensive Peer Review Team visit to Merritt College scheduled for **Spring 2021**. If you identify any potential conflicts of interest as described in the [ACCJC Policy on Conflict of Interest](#), please let me know no later than **November 24, 2020**. If I do not hear from you by then, we will take that as confirmation of no conflict.

Your Team Chair will participate in ACCJC's Chair Training on December 1 and will contact you soon after to coordinate a pre-conference call to prepare for the team visit which will occur in a virtual format. While the format for the peer review visit is changed from on-site to virtual, ACCJC is committed to protecting the value and integrity of the accreditation process. To that end, we ask that you review [ACCJC's Guide for Conducting Virtual Visits](#) which outlines ACCJC's expectations for teams and colleges.

We request that you send to the ACCJC Office one electronic copy of the ISER with evidence in PDF on a USB flash drive 60 days prior to the visit. Please note that you will not need to mail USB drives to the team members. Instead, ACCJC will upload your document to a cloud and share it with the team members for their review.

Please let me know if there is anything I can do to assist you as you prepare for the peer review team visit. I am available by email at sdroker@accjc.org, or by cell phone at 415-763-9789. I look forward to our continued work together to facilitate a beneficial and meaningful visit in service to your students.

Sincerely,



Stephanie Droker, Ed.D.
President

SD/tl

cc: Ms. Denise Richardson, Accreditation Liaison Officer

Enclosure