Report and Visit Schedule

Institution: **LEEWARD COMMUNITY COLLEGE**

Next Comprehensive Visit: **1994-95**

Midterm Report Due: **November 1, 1997**
MEMO TO: Chief Executive Officers  
FROM: John C. Petersen  
DATE: July 16, 1992  
SUBJECT: Midterm Reports

In January 1990, the Accrediting Commission for Community and Junior Colleges revised the accreditation cycle to require a comprehensive review of every member institution every sixth year and, to require a Midterm Report from institutions three years after the comprehensive visit. Our process of implementing the new reporting calendar has not been as smooth as we might have wished; in fact, I think we have managed to confuse just about everybody.

The purpose of this letter is to clarify Commission expectations regarding the Midterm Report, to indicate how the Midterm Report requirement is being phased in, and to provide information about assistance which is available. Let me also say that we are going to make every effort to minimize duplication of effort wherever we can.

Colleges which were visited earlier than academic year 1990-91 will not file a Midterm Report until November 1 of the third year after their next visit. If you were visited before 1990-91 and received a request for a focused interim report and/or visit simply complete that activity as indicated in the action letter from the Commission. If you received no such request, you are off the hook.

Beginning with the colleges visited in 1990-91, the Midterm Reports are due on November 1 of the third year, regardless of whether you have a spring or fall visit. For example, the 1990-91 colleges will file their reports November 1, 1993. If you also receive a Commission request for a focused interim report due at the same time as the Midterm Report or within a year of the Midterm Report due date, that focused interim report may be attached and considered part of the Midterm Report. You will not need to duplicate the response effort made as a result of specific Commission action. The Commission action letter will provide specific dates for Midterm, or other, reports.
Detailed information about the format of the Midterm Report appears in the Guide to Self Study. Revised copies were distributed to all Accreditation Liaison Officers in fall, 1991. Primarily, the Midterm Report asks a college to indicate progress in dealing with the team recommendations and to forecast where it expects to be at the time of the next visit. The Commission may ask a college to focus on key recommendations, or perhaps even de-emphasize others. The action letter from the Commission will indicate any such request.

Finally, most colleges identify plans, or even solutions to areas of concern in the Self Study. Often these do not result in a formal team recommendation, but need to be accounted for in some way. The Commission asks that you provide a brief narrative describing progress on your own self-identified plans.

Commission staff will review the Midterm Reports for evidence of dealing with the team's recommendations and report to the Commission. The Commission does have the flexibility to accept, defer, reject or request additional follow-up. The Midterm Report then becomes part of the accreditation history of each college and will be used by the college in preparing its self study and by the evaluation team as part of the comprehensive review.

You may recall that the written Midterm Report replaces the prior Fifth Year Reviews and short visits which the colleges, the teams and the Commission found to be ineffective. Too much work and not enough payoff! We will be evaluating this reporting system as we go along, and you may be sure that we will ask for your reactions and suggestions.

If you have any questions, or would like any assistance from Commission staff, please call on us. We are available for telephone consultation or a session at your campus if that would be more useful.

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Enclosure

cc: Accreditation Liaison Officers