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July 29, 2013

Dr. David N. Beyer
President
Everett Community College
2000 Tower Street
Everett, WA 98201

Dear President Beyer: *David*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that the accreditation of Everett Community College has been reaffirmed on the basis of the Spring 2013 Year Three *Resources and Capacity* Evaluation which was expanded to address Recommendations 1, 2, 3, and 4 of the Spring 2011 Year One *Mission and Core Themes* Peer-Evaluation Report.

In reaffirming accreditation, the Commission requests that the College address Recommendations 1 and 2 of the Spring 2013 Year Three *Resources and Capacity* Peer-Evaluation Report in its Spring 2017 Year Seven *Mission Fulfillment and Sustainability* Self-Evaluation Report. In addition, the Commission requests that the College address Recommendation 3 of the Spring 2013 Year Three *Resources and Capacity* Peer-Evaluation Report in an Ad Hoc Report without a visit in Spring 2014. This Report is to be submitted by March 3, 2014. Lastly, the Commission added a fourth recommendation which addresses external financial audits. Recommendation 4 is as follows:

4. The evaluation committee recommends that for each year of operation, the College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

The Commission requests that the College address Recommendation 4 in an Ad Hoc Report without a visit in Fall 2014 to be submitted by September 2, 2014.

In making these determinations, the Commission finds that Recommendations 1, 2, and 3 of the Spring 2013 Year Three *Resources and Capacity* Peer-Evaluation Report are areas where Everett Community College is substantially in compliance with Commission criteria for accreditation, but in need of improvement. However, the Commission determined that Recommendation 4 of the Spring 2013 Year Three *Resources and Capacity* Peer-Evaluation Report is an area where Everett Community College does not meet the Commission's criteria for accreditation. According to U.S. Department of Education Regulation 34 CFR 602.20 and Commission Policy, *Commission Action Regarding Institutional Compliance Within Specified Period* (enclosed), the Commission requires that the College take appropriate action to ensure that Recommendation 4 is addressed and resolved within the prescribed two-year period.

Year Three *Resources and Capacity* Evaluation
Spring 2013
Everett Community College
Recommendations

1. Everett Community College is engaging faculty in the assessment of student learning, and the use of assessment results to guide the improvement of teaching and learning at the College. The evaluation committee did not find evidence of a systematic process that requires all learning outcomes to be assessed regularly. The committee recommends that the College develop a systematic assessment process that ensures all student learning outcomes (course, program, and degree) are assessed on a regular, consistent basis (Standards 2.C.5, 2.C.10, 4.A.3).
2. The evaluation committee recommends that the College improve the consistency, measurability, and analysis used to assess the attainment and progress toward stated program outcomes (Standards 1.A.2, 2.C.5, 2.C.10).
3. The evaluation committee recommends that the College review its policies for applying prior experiential learning credit to degrees and certificates to ensure no more than 25 percent of a degree's required credits are attained through this process (Standard 2.C.7).
4. The evaluation committee recommends that for each year of operation, the College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).

Commission Action Regarding Institutional Compliance Within Specified Period Policy

If the Commission determines that an institution it accredits is not in compliance with a Commission standard for accreditation or an eligibility requirement, the Commission will immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance within a time period that shall not exceed: (1) twelve months, if the longest program offered by the institution is less than one year in length; (2) eighteen months, if the longest program offered by the institution is at least one year, but less than two years, in length; or (3) two years, if the longest program offered by the institution is at least two years in length.

The Commission may extend the period for compliance noted above should it reasonably expect that, based upon the institution's progress toward meeting the Commission's standard for accreditation or eligibility requirement, the institution will come into full compliance within a reasonable timeframe. Should an institution deem that as a result of mitigating circumstances it is not able to comply with the standard for accreditation or eligibility requirement within the specified period of time, the institution may submit a written request to the Commission for additional time to come into compliance with the standard for accreditation or eligibility requirement. The request is to be submitted prior to the time limit for corrective action set forth by the Commission, provide a detailed explanation of the reasons why the institution cannot comply with the standard for accreditation within the designated time period, and demonstrate that the institution is making good progress in meeting the standard for accreditation. Following a review of the request, the Commission will make a determination as to whether the institution has based its request on valid reasons. If the Commission determines that the institution has substantiated good cause for not complying within the specified time period and is making good progress to come into compliance, the Commission will extend the period for achieving compliance and stipulate requirements for continuing oversight of the institution's accreditation during the extension.

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