

August 21, 2017

Mr. David Keebler, Interim President
Ventura College
4667 Telegraph Road
Ventura, CA 93003

Dear Interim President Keebler:

This is a friendly reminder that Ventura College is scheduled to submit a Follow-Up Report by **March 15, 2018**.

The institution's follow-up report includes analysis and supporting evidence that documents it has addressed and resolved the recommendations to meet the standards identified in the Commission's action letter, and now meets the standards.

Ventura College will send the institutional Report with evidence in PDF on a USB Flash Drive to the Commission office. The Commission publication, *Guidelines for Preparing Institutional Reports to the Commission*, which is found on our website, explains the presentation of the report. Within those guidelines, Ventura College is free to organize the report in ways which are useful to the institution in its ongoing efforts of continuous improvement.

On behalf of the Commission, thank you for the tremendous commitment you and your staff have made toward improving student learning and academic quality in our region. Please do not hesitate to contact me if you need any assistance. I look forward to working with you.

Sincerely,



Stephanie Droker, Ed.D.
Vice President

cc: Dr. Kimberly Hoffmans, Accreditation Liaison Officer

Enclosures

Protocol for Creating/Submitting Evidence Electronically to ACCJC

When submitting institutional reports, the college will provide evidence that supports its narrative. When large documents are used as evidence, hyperlinks in the report will point to those sections of the document that are specifically related to the statements made by the institution. Institutions should carefully select relevant evidence to support the elements of narrative stated in the report. The ACCJC *Manual for Institutional Self Evaluation*, the *Guide to Evaluating-and Improving Institutions*, and *Guidelines for Preparing Institutional Reports to the Commission* provide guidance about selection and presentation of evidence associated with the ERs, Accreditation Standards, and Commission policies, and areas of institutional practice. The best evidence is that which is meaningful to an institution's constituents and used in planning, operations, decision-making, assessments and improvement practices.

Evidence must accompany the college report and is submitted in PDF on a clearly labeled USB Flash drive. A requirement of evidence submitted on Flash drive is to use the shortest file names and folder structures possible. Please use the following methodology:

1. Folder names should not be more than four characters in length
2. File names must not be more than 27 characters in length
3. Avoid complex or redundant sub folder structures
4. Develop standardized abbreviations for file naming conventions

A separate folder should be created for each section of the report. When a document is referenced as evidence in two sections of the report, please use a hyperlink within the report that will automatically take the reader to the evidence document in the folder where the evidenced is referenced for the first time in order to eliminate redundancy. This simple rule should apply to all sections of the report that reference any single evidentiary document found on the Flash drive.