



Monday, March 28, 2016

Norval Wellsfry
Accrediting Commission for Community & Junior Colleges
10 Commercial Blvd., Suite 204
Novato, CA 94949

Dear Associate Vice President Wellsfry,

Ventura College has two educational substantive change proposals to submit for approval in order to comply with ACCJC regulations to affirm “the institution has established conditions and procedures, under which its mission and goals can be realized and that can demonstrate accomplishment” (Accrediting Commission for Community and Junior Colleges, Western Association of Schools and College. (2014). *Substantive Change Manual*, p.2). As part the College’s dedication to meeting accreditation standards and providing high quality educational programs, the attached documents are being submitted for your review regarding (1) an update on distance education and (2) a new diesel mechanics program.

Since our 2009 substantive change proposal for distance education, Ventura College has increased the available courses being taught online. The attached proposal has been submitted to update ACCJC’s documentation of the multiple degrees, including sixteen associate transfer degrees (ADTs), and certificates constituting 50% or greater units being offered through distance education. Ventura College has also created a new career technical education program in Diesel Mechanics which requires submission of a second substantive change proposal.

The enclosed documents include our substantive change proposals with detailed information and evidence demonstrating the analysis, planning, implementation and evaluation of the changes and continued alignment of the changes with Ventura College’s mission, fulfillment of ACCJC 2014 Eligibility Requirements, and all relevant Commission policies.

Sincerely,

Dr. Kimberly Hoffmans
Vice President of Academic Affairs