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ELSIE DOSER, DEAN

NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES
COMMISSION ON COLLEGES

May 18, 2000

Dr. John A. Richardson
President
Truckee Meadows Community College
7000 Dandini Boulevard
Reno, NV 89512

Dear President Richardson:

Truckee Meadows Community College was last evaluated by a full committee representing the Commission on Colleges in fall 1995. Continuing members are not accredited permanently or for a definite number of years. Truckee Meadows Community College is scheduled to submit a regular interim report this fall and be visited by a Commission representative.

The regular interim report and evaluation are very important parts of the accreditation process. The evaluation permits both the institution and the Commission on Colleges to monitor the institution's ongoing efforts to meet its mission and goals. The interim report, though it should be concise, should respond thoroughly and carefully to the General Recommendations of the 1995 Evaluation Committee Report and Part B of the enclosed interim report outline. A copy of the recommendations is enclosed.

At least three weeks prior to the visit, please provide this office with 34 copies of the regular interim report and one copy of the current catalog. Please mail one copy of the report, catalog, and a schedule of classes directly to the evaluator at the same time. A sheet of instructions for duplicating and preparing the report is also enclosed.

Following the visit, you will receive a draft copy of the evaluation report from the evaluator to be checked for errors of fact. We urge prompt review of the draft so that there will be adequate time for us to duplicate and distribute the final report to members of the Commission prior to the June meeting. Representatives of the college need not appear before the Commission when the report is considered. Following the meeting, we will write and inform you of the action taken.

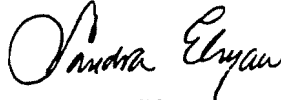
The cost of the focused interim evaluation is \$800 per evaluator, which is to cover travel, board and lodging, the cost of preparing and distributing the final report after the visit, and some operating expenses of the Commission.

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We will write with the details of the regular interim visit as soon as the evaluator and date have been selected. A bill for the evaluation will be sent at that time.

Dr. Larry Stevens, Deputy Executive Director, is the staff member assigned for this visit. If there are questions, please do not hesitate to contact him at 425/827-2005. Best wishes for a successful end of term and a restful summer.

Sincerely,



Sandra E. Elman
Executive Director

SE:a

Enclosures (*Interim Report Outline, Instructions, Recommendations*)

cc: Dr. Elsie Doser, Dean, Institutional Effectiveness and Research

CONCLUDING COMMENDATIONS AND RECOMMENDATIONS

General Commendations

1. The administration, faculty and staff are to be commended for their dedicated service to the college and their efforts to ensure the success of students.
2. Campus facilities are functional, attractive, and well maintained. Their design and location make excellent use of the campus site and optimize appreciation of the natural beauty of the entire valley area. The Old Town Mall also is an excellent facility, strategically located and functionally efficient. The college uses its facilities effectively and innovatively. Departments are commended for freely sharing space.
3. The financial affairs of the college are well managed and its overall financial health is sound.
4. The breadth and quality of information technology services are excellent.
5. The Committee commends the college for its part-time faculty hiring process. The college has implemented an institutionwide procedure for recruiting, screening, and hiring part-time faculty which addresses affirmative action considerations, involves all college constituencies, and has resulted in the hiring of highly qualified part-time faculty.

General Recommendations

1. One degree program and several certificate programs identified in the body of this report lack a component of general education or other related education, resulting in noncompliance with Policy 15 and Eligibility Requirement 10. The Committee recommends that the college incorporate the missing components into those programs no later than the fall term, 1996.
2. Documents exist which identify assessment criteria, indicators of institutional effectiveness, and assessment processes. However, there is little evidence that planning; assessment of student learning outcomes; and relevant data retrieval, interpretation, and application actually take place. Also, sufficient supporting data for institutional program review and evaluation could not be found. There is no conceptual framework or scheme which links data/information to a planning process which would provide the institution a sense of direction or purpose. Many of the basic components are present, but they are not focused. In fact, most employees freely admit there is no general sense of where the institution is going or a shared vision. The Committee recommends that the college immediately implement energetic efforts to correct this situation. These efforts should be clearly delineated, have specific time lines, and involve all constituencies. (Standards I, V)
3. The Committee recommends that faculty, in concert with appropriate administrators, define opportunities within their curricula to ensure that students acquire the skills

associated with accessing, retrieving, and applying information resources and technologies. (Standard IV)

4. While there are indications that there are departments at the college closely following Standard VII and Policy 26 as they relate to faculty evaluation, some are not adhering to the utilization of multiple indices for this process. Therefore, the Committee recommends that the college achieve consistency in faculty evaluation across campus by adhering to the provisions of Standard VII.
5. The Committee recommends that priority be given, particularly in the instructional area, to establishing an organizational structure and accompanying operating procedures which are clearly defined and understandable; allow for responsible participation in decision-making, implementation, and evaluation; offer assurance of reasonable stability over time; and provide ample opportunities for communication throughout the institution. (Standard VIII)



NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

COMMISSION ON COLLEGES

INTERIM REPORT FOR REAFFIRMATION OF ACCREDITATION

Report Outline

Part A

Actions taken regarding recommendations. Review carefully the concluding general recommendations, normally found at the end of the full-scale evaluation committee report. Copy each recommendation and explain what action has been taken. If no action has been taken, please explain why. A thoughtful response to all general recommendations is expected even though one or more of the general recommendations may have been the subject of an earlier focused interim report.

Part B

Questions related to other institutional changes. Please consider but do not limit yourself to the following questions. Disregard any questions that are inappropriate for your institution. If the answer to a question has been covered under Part A or if there is an overlap in responses to questions under Part B, please organize the report so that information is not repeated. Institutions granting only the Associate degree are to address all questions but numbers 4 and 5.

1. What changes, if any, have been made in the mission and goals of the institution since the last full-scale evaluation and why have they been made? How have these changes been reflected in the educational program and/or functioning of the institution?
2. What changes, if any, have been made in the requirements for graduation and why?
3. In the undergraduate (or lower division) curriculum, what new majors, minors, or degrees/certificates have been added? What majors, minors, or degrees/certificates have been discontinued? What significant changes have been made in existing majors, minors, or degrees/certificates?

Report only those certificate programs that total 45 or more quarter credit hours or 30 or more semester credit hours.

4. At the graduate level, if programs are offered, what significant changes have been made and why have they been made?
5. What changes have been made in graduate non-degree or credential programs? Please provide the rationale for the changes.
6. What changes have been made in special programs providing academic credit (summer session, extension, correspondence, travel, and foreign centers) and why have they been made?

OVER, PLEASE

7. What changes have been made in undergraduate and graduate admissions, grading, student non-academic programs, and student support services? Why? Compare the current enrollment figures with those reported in the last institutional self-study report.
8. What significant changes have been made in policies affecting the faculty? Has the faculty increased or decreased in size? How have faculty salaries and other benefits been improved? To what extent has the faculty been strengthened? In case faculty ranks are used, compare the number and percentage at each rank level with the figures last reported. Describe the institution's plan for the continuing evaluation of all faculty members. See Standard Four - Faculty and Commission Policy 4.1 - *Faculty Evaluation*.
9. What changes have been made in the physical plant (new buildings, demolition or remodeling of old ones)?
10. How have the library/learning resources and laboratories been maintained to keep pace with the growth of instruction or with significant program changes, such as computer science or health technologies?
11. What significant changes have been made in the financial structure and condition of the institution (budgetary increases and/or decreases, operating surpluses or deficits, plans for the future)?
12. What significant changes have been made in the leadership and management of the institution. Explain. See Standard 6.C - Leadership and Management.
13. What existing plans for the future have been achieved and what new plans have been formulated?
14. With respect to Standard One - Institutional Mission and Goals, Planning and Effectiveness and Standard Two - Educational Program and Its Effectiveness, note the importance of evaluating and monitoring results (outcomes) as a means of determining institutional effectiveness. *Keeping to a concise format*, the institution should endeavor to describe explicit achievements expected of its students and to adopt reliable procedures for assessing those achievements.

Succinctly describe the institution's current status in meeting the requirements of Standard 1.B - Planning and Effectiveness and Standard 2.B - Educational Program Planning and Assessment. In connection with Standard 2.B, please relate how the institution's planning is based on regular and continuous assessment of programs in light of the requirements of Commission Policy 2.2 - *Educational Assessment*.

Note: Standards and Policies for accreditation may be found in the *Accreditation Handbook*, 1999 edition.

**INSTRUCTIONS FOR PREPARATION AND DUPLICATION
OF REPORTS FOR SHIPPING**

Thirty-four copies of the report are needed. The reports of many institutions are compiled by this office into large agenda books that are shipped to the members of the Commission on Colleges. We want to conserve paper and shipping costs for the institutions and for the Commission. It is important that the instructions below be followed carefully in preparing the institution's report:

PLEASE DO NOT USE BINDING OR SPIRALS OF ANY KIND AS THEY MUST BE REMOVED BEFORE THE REPORT CAN BE PLACED IN THE AGENDA BOOKS.

• Use **WHITE** paper, 8 1/2 by 11-inch, regular typing or duplication-weight.

• **THREE-HOLE PUNCH** the pages.

• Copy on **BOTH SIDES** of the paper.

• **SINGLE STAPLE** in upper left corner.

Thank you for your assistance. Following these instructions will mean a savings to the institutions and the Commission and will conserve paper.

If there are any problems or questions about preparation and duplication of the report, please call the Commission Office.

**Commission on Colleges
11130 NE 33rd Place, Suite 120
Bellevue, WA 98004-1448
Phone: 425/827-2005**