



November 20, 2017

Dr. Rosevonne Pato
President
American Samoa Community College
P. O. Box 2609
Pago Pago, American Samoa 96799

Dear President Pato:

On behalf of the Accrediting Commission for Community and Junior Colleges (ACCJC) I am pleased to announce the details of an important initiative that I believe will add value to your institution across a range of accreditation-related activities. We are deploying the professional experience of each of our vice presidents to more closely support a portfolio of member institutions; I will also support a small number of institutions in this capacity. In serving as the assigned liaison to your institution, each of us will bring a new level of experienced insight, personal availability, and consistent applications of our processes to your accreditation experience.

Effective with your receipt of this letter, Vice President Stephanie Droker is your assigned liaison with ACCJC.

Dr. Droker joined ACCJC in 2016 following more than a dozen years in the community college sector as a faculty member, a Vice President of Educational Services, and an Accreditation Liaison Officer (ALO). A biographical sketch is posted at <https://accjc.org/staff-directory>. You can contact her directly at sdroker@accjc.org.

Your liaison will add value by:

- Answering questions about the interpretation or application of the ACCJC Standards or policies in the context of your institution.
- Providing advice on key aspects of a site visit.
- Helping to organize your institution's accreditation efforts through interactions with your ALO regarding roles and responsibilities, historical file management, committee structures, timelines for upcoming reviews, and report preparation.
- Bringing lessons learned from their portfolio colleges to ACCJC on emerging issues and complex challenges to ensure a uniform response to evolving practices and questions from members.
- Ensuring that the information provided to the Commission in support of their deliberations about your college is more complete and, as needed, enriched with nuance and context from their knowledge of your institution.
- Serving as the established point of contact between your institution and ACCJC for a broad range of issues. These may include suggestions for improving our processes, offering needed follow-up on complaints against the institution, discussing interactions about teams and site visits, and other matters that may arise.

Covered by your membership dues, your liaison will:

- Conduct an advanced Institutional Self Evaluation Report (ISER) training with your accreditation team at your institution, approximately 18 months prior to a scheduled comprehensive visit.
- Take a lead role in selecting the team of peer reviewers that will conduct an evaluation, as informed by your liaison's growing acquaintance with your institution's history and character.

As this initiative becomes integrated with the visit calendar in the coming review cycles, and as far as feasible in terms of availability, your liaison will accompany the team to your institution at the time of the review. This should result in higher levels of consistency as the teams will have immediate on-location consultation with an experienced representative from our office. For multi-college districts, your assigned liaison will provide support for all of the colleges in the district. This will help to ensure consistency in support and planning. One or more additional vice presidents will be available for support when a large district undergoes a simultaneous comprehensive review.

The institution's responsibilities:

- Direct costs for the liaison to accompany the peer review team will be included in the final team visit invoice to the institution.
- Should the institution request additional visits from the staff liaison in addition to the advanced ISER training, you will be invoiced only for travel and housing-related costs.

In addition to providing support for their portfolio of institutions, each of the vice presidents facilitates a major Commission function. Vice President Droker supports the Policy and the Substantive Change Committees of the Commission. Vice President Momjian supports the Commission's Evaluation and Planning Committee and agency research functions. Vice President Reynolds oversees training and educational programming.

I am confident that this deployment of what we are calling the "portfolio model" will bring new levels of understanding, trust, and alignment of efforts between the Commission and your institution. I invite your continuing feedback as we make this initiative operational.

Sincerely

A handwritten signature in black ink, appearing to read "Richard Winn". The signature is fluid and cursive, with a large initial "R" and "W".

Richard Winn, Ed.D.

RW/am

cc: Mr. Sonny Leomiti, Accreditation Liaison Officer