

March 9, 2018

Mr. Kenneth Banks, Interim CEO and Chief Operating Officer
Dr. Brian Shepherd, President and Chief Academic Officer
Cogswell Polytechnical College
191 Baypointe Parkway
San Jose, CA 95134

Dear Interim CEO Banks and President Shepherd:

This letter serves as formal notification and official record of action taken concerning Cogswell Polytechnical College by the WASC Senior College and University Commission (WSCUC) at its meeting February 14-16, 2018. This action was taken after consideration of the report of the review team that conducted the Special Visit to Cogswell Polytechnical College September 21-23, 2017. The Commission also reviewed the institutional report and exhibits submitted by Cogswell Polytechnical College prior to the Special Visit and the institution's December 1, 2017 response to the team report. The Commission appreciated the opportunity to discuss the visit with you. Your comments were very helpful in informing the Commission's deliberations. The date of this action constitutes the effective date of the institution's new status with WSCUC.

Actions

1. Receive the Special Visit team report that focused on:
 - a. The development of specific plans and processes for the provision of human, financial, facility, and information resources necessary to accommodate enrollment growth
 - b. The completion of the revision of the Faculty Handbook to demonstrate that faculty policies, process, and practice are aligned and consistently applied
 - c. The development of systematic practices, governed by policy, for the selection, onboarding, scheduling, training, and evaluation of adjunct faculty member
 - d. The development of online pedagogy, consistent with academic plans for this modality
 - e. The development of expanded career services such that larger numbers of students are reached, academic advising is integrated with the effort, and enhanced data gathering on student placement is achieved
2. Issue a Warning
3. Schedule a Special Visit in fall 2019 to address the eight recommendations in this letter

Commendations

The Commission commends Cogswell Polytechnical College in particular for the following:

1. Its beautiful new home and the energy of its students and their work that fills it.
2. The students for the earnestness that they express in the pursuit of careers through the institution's academic preparation and its industry connections.
3. The many dedicated members of the staff who are dedicated to the institution and committed to see it thrive, especially those who work directly with students and faculty to improve their success.
4. The institutional research and assessment efforts that offer an important foundation for institutional success based on data, quality assurance, and continuous improvement.
5. The tutoring and advising programs that are a model for effective collaboration between academic programs and student services.

Recommendations

The Commission requires the institution to respond to the following issues:

1. Better inform itself about and adhere to WSCUC's policies, practices, and expectations regarding accreditation as required by WSCUC (CFR 1.8)
2. Document current and long-term financial viability and use that evidence in its planning processes. (CFR 3.4)
3. "The institution periodically engage ... its multiple constituencies, including the governing board, faculty, staff, and others, in institutional reflection and planning processes that are based on the examination of data and evidence. These processes assess the institution's strategic position, articulate priorities, examine the alignment of its purposes, core functions, and resources, and define the future direction of the institution". (CFR 4.6)
4. Modify graduation rate Key Performance Indicator (KPI) to a performance level that is more ambitious than the current KPI and show movement toward achieving the new goal. (CFR 2.10)
5. The Board of Trustees specify the leadership organization of the institution and delineate the relationship among the positions of the President/CAO, COO/CFO, and CEO in a manner that complies with the requirements of WSCUC, and demonstrate that the resulting organizational structure can work effectively. (CFRs 3.6, 3.8, and 3.10)
6. Engage in board development, using outside help such as that provided by the Association of Governing Boards (AGB), to foster a clear understanding of the board role in a higher education organization and to assist the Cogswell board in understanding the role of accreditation in promoting the effectiveness and sustainability of the institution. (CFR 3.9)
7. Continue to strengthen collaboration among student services, including career services, and faculty who prepare students for employment and who offer the best

- link to industry, in order to assure enhancement of the students' experience and to aid in the institution's efforts to improve retention, graduation, and placement rates. (CFRs 2.10, 2.11, 2.13)
8. The Commission concurs with the institution's decision not to offer previously planned distance education degrees. Although previously approved, these distance education degrees are to be resubmitted to the WSCUC Substantive Change Committee prior to offering, should this decision be reconsidered. (CFRs 2.1, 2.10, 2.13, 3.2, 3.4, and 3.5)

In accordance with Commission policy, a copy of this letter will be sent to the chair of Cogswell Polytechnical College's governing board in one week. The Commission expects that the team report and this action letter will be posted in a readily accessible location on the Cogswell Polytechnical College website and widely distributed throughout the institution to promote further engagement and improvement and to support the institution's response to the specific issues identified in these documents. The team report and the Commission's action letter will also be posted on the WSCUC website. If the institution wishes to respond to the Commission action on its own website, WSCUC will post a link to that response on the WSCUC website.

Finally, the Commission wishes to express its appreciation for the extensive work that Cogswell Polytechnical College undertook in preparing for and supporting this accreditation review. WSCUC is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. Please contact me if you have any questions about this letter or the action of the Commission.

Sincerely,



Jamiene S. Studley
President

JSS/cno

Cc: Reed Dasenbrock, Commission Chair
Timothy Duncan, ALO
Charles Cook, Board Chair
Members of the Special Visit team
Christopher N. Oberg, Vice President
Mark Goor, Vice President