



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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April 11, 2003

Dr. Steven Kinsellas
President
Gavilan College
5055 Santa Teresa Boulevard
Gilroy CA 95020



Dear President Kinsellas:

The Accrediting Commission for Community and Junior Colleges evaluates colleges every six years with a mandatory Midterm Report in the third year of the cycle. This is a reminder that your Midterm Report is **due by October 15, 2003 (please note date change)**.

The Midterm Report is a progress report on institutional responses to the team's recommendations and a brief summary of the activities undertaken to address issues identified by the institution in its self study. The action letter from the Commission at the time of the last comprehensive evaluation indicates whether any special focus or follow-up is requested.

I am enclosing a copy of the action letter and guidelines for preparing a Midterm Report. Within these general guidelines the college is free to organize the report in ways which are useful to the institution. The Commission values brevity and clarity in these reports.

Please note that the institution is required to send four copies of its report to the Commission. In addition, the Commission requires evidence that the report was approved by the Governing Board.

Please don't hesitate to contact us if we can provide assistance.

Sincerely,

Barbara A. Beno

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enclosures

cc: Dr. John Baker, Accreditation Liaison Officer