



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

Chairperson  
E. JAN KEHOE  
CCLDIF

Vice Chairperson  
LURELEAN B. GAINES  
East Los Angeles College

President  
BARBARA A. BENO

Vice President  
DEBORAH G. BLUE

Vice President  
GARMAN JACK POND

Associate Vice President  
LILY OWYANG

Business Officer  
DEANNE WILBURN

ITAS  
TOM LANE

Administrative Assistant  
CLARE GOLDBERG

CORRECTED LETTER

September 21, 2007

**RECEIVED**  
SEP 25 2007  
PRES. OFFICE

Willard Lewallen  
Superintendent/President  
West Hills College Coalinga  
300 Cherry Lane  
Coalinga, CA 93210

Dear President Lewallen:

Please ignore the previous reminder letter stating that your Focused Midterm Report would be followed by a visit. This letter is to remind you that your institution is scheduled to submit a Focused Midterm Report on **March 15, 2008**.

Having recently sent you a copy of the action letter, I am enclosing the guidelines for preparing a Focused Midterm Report. Within these general guidelines the college is free to organize the report in ways which are useful to the institution.

Please note that the institution is required to send **three copies** of its report to the Commission **plus and an electronic version**. 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  
President  
BAB/cg

Enclosures

cc: Ms. Jill Stearns, Accreditation Liaison Officer