

Pulido, Andrea

From: Banuelos, Francisco
Sent: Wednesday, September 12, 2018 8:18 AM
To: Pulido, Andrea
Subject: Evidence 10.12 : URGENT: Class Syllabi Needed

Importance: High

From: Banuelos, Francisco
Sent: Monday, May 7, 2018 3:56 PM
To: Lombardozi, Deborah <deborahlombardozi@whccd.edu>
Subject: URGENT: Class Syllabi Needed
Importance: High

Good Afternoon Ms. Lombardozi,

West Hills College Coalinga is required to maintain and ensure that all course syllabi have the correct Student Learning Outcomes (SLOs), as approved in the Course Outline of Record (COR). This was one of the compliance recommendations that was cited by ACCJC during last year's site visit, which contributed to our college's accreditation warning status.

College Recommendation 10 (Compliance) In order to meet Standards, the team recommends that the College ensure that all course syllabi include the approved student learning outcomes and that the officially approved course outlines contain student learning outcomes. (II.A.3)

The Office of Educational Services (EOS) is tasked to collect and review all syllabi. The most recent report shows that we have not received your course syllabi for the Spring 2018 semester. This important task forms part of your evaluation and my result in a negative notation if it is not submitted. The Office is here to assist you. We have developed a submittal process via the portal ([LINK](#)), but given the importance and short timeline. I ask that you email all of your syllabi immediately by responding to this email with the attached syllabi. I have also included your SLOs to your courses.

Section Name	Course Title	Last Name	First Name	
BUS-18-C01	Business Law	Lombardozi	Deborah	Coalinga

BUS018 - Business Law

CSLO

BUS-018-CSLO-01: The student will explain and provide examples of an enforceable contract and an unenforceable contract.

Thank you,

FRANCISCO BANUELOS

EXECUTIVE VICE PRESIDENT
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