



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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July 16, 2012

Dr. Leon Richards
Chancellor
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, HI 96816

Dear Chancellor Richards:

A completed team membership list for the accreditation visit to Kapi'olani Community College scheduled for Monday, October 15-Thursday, October 18, 2012 is enclosed. If you identify any conflict of interest or other concerns about the team composition, please let me know as soon as possible.

The self study report, catalog, and latest class schedule are to be sent to each member of the team and four copies sent to the ACCJC office eight weeks prior to the date of the visit. The Commission also requires one electronic version of the Self Study Report.

A visit to the University of Hawaii Community Colleges System office, which will be led by Dr. Helen Benjamin, is scheduled to occur prior to the beginning of the visit to Kapi'olani Community College. Therefore, we are requesting that Kapi'olani Community College send Dr. Benjamin the self study report, catalog, and latest class schedule eight weeks prior to the date of the visit. The mailing address for Dr. Benjamin is:

Dr. Helen Benjamin, Chancellor
Contra Costa Community College District
500 Court Street
Martinez CA 94553

The team chair will contact you to make arrangements for the visit, plan a tentative schedule, and make room reservations for the team. Since the team chair will meet with the team in the afternoon and evening preceding the visit, the college is encouraged not to schedule any event to interfere with this preliminary meeting.

Sincerely,

Jack Pond
Vice President

GJP/tl

Enclosures

cc: Dr. Robert Franco, Accreditation Liaison Officer

XC: Admin Staff
FYI
JUL 19 2012
7/19/12

July 12, 2012

**Kapi'olani Community College
Comprehensive Evaluation Visit Team Roster
Monday, October 15-Thursday, October 18, 2012**

The self study report, a catalog, and class schedule should be sent to each team member eight weeks prior to the visit in addition to the four hard copies and one electronic version sent to the Commission office.

Dr. Brian King (Chair)
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***Up to 1 person to be added**