



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 15, 2009

2009

Dr. Angela Meixell
Chancellor
Windward Community College
45-720 Kealahala Road
Kaneohe, HI 96744

Dear Chancellor Meixell:

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, 2009**.

The Midterm Report is a 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 report should also include an update on Substantive Change Proposals in progress, pending, or planned.

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 two copies** of its report to the Commission **plus 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/ws

Enclosures

cc: Mr. Paul R. Field, Accreditation Liaison Officer