



May 20, 2011

TO: President John Tafaro,  
Chatfield College

FROM: Joyce Gardner, Accreditation Services

SUBJECT: Final Team Report

Enclosed is the institution's copy of the final Team Report of a visit to Chatfield College. The Commission encourages you to make additional copies of the Team Report to circulate to your constituencies. In addition, I have attached draft copies of the Statement of Affiliation Status (SAS) and the Organizational Profile (OP). These two documents, the SAS and the OP, will be posted on the Commission website after the accreditation decision of the Institutional Actions Council or the Review Committee. They are enclosed now for your information and for your review. You will receive an official action letter, an SAS and an OP following the Institutional Actions Council.

You are asked to acknowledge receipt of the Team Report and the SAS and OP worksheets; and to file on behalf of your institution, a formal written response to the evaluation team's report and recommendation. Your response becomes a part of the official record of the evaluation visit. Your response also serves as an integral part of the evaluation process, and it will be included in the materials sent to the next team that visits your institution. Please send your institutional response to the Commission **two weeks** after you receive this report, send copies to members of the visiting team, and set aside some additional copies for the Commission's review process. (See *Handbook of Accreditation, Third Edition, Chapter 2.2-2*) **Please address your institutional response to your staff liaison and email it to Sharon Ulmer, Process Administrator, Accreditation Services ([sulmer@hlcommission.org](mailto:sulmer@hlcommission.org)).**

In your response, you are also asked to let the Commission know which review option you prefer: the Readers Panel or the Review Committee. A description of these processes appears in the *Handbook*, Chapter 2.2-2. Please review these options and advise the Commission as soon as possible, whether you agree essentially with the team's report and recommendation and therefore choose the Readers Panel, or whether you wish to have the team's report and your materials examined by a Review Committee. The next Review Committee meeting is September 12, 2011, in Chicago.

If you have any questions concerning the evaluation team's report, the SAS, the OP or the review options, please write or call Andrew C. Lootens-White, your staff liaison.

Enclosures

cc: Dr. Lloyd Hammonds, Team Chairperson



**Higher Learning Commission**  
A commission of the North Central Association

230 South LaSalle Street, Suite 7-500 | Chicago, IL 60604-1411  
312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | [ncahlc.org](http://ncahlc.org)

To: Lloyd Hammonds, Team Chairperson  
Evaluation Team Members

From: Joyce Gardner, Accreditation Services

Subject: Report of the evaluation team visit to Chatfield College

Date: May 20, 2011

A copy of the report which you prepared on the evaluation of Chatfield College is enclosed. As you know, the report and recommendation are to be treated as confidential. The Commission has sent to President Tafaro a copy of the report and has requested a formal written response to it. When a response is made, you will receive a copy directly from the institution.

Two review options are available: the Readers' Panel and the Review Committee. These review processes are described in Chapter 2.2-2 *Handbook of Accreditation, Third Edition*.

Let me take this opportunity to thank you again for your contribution to the work of the Commission.

Enclosure