May 13, 2009

Mr. Manual Cabral
Chancellor
Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782

Dear Chancellor Cabral:

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges met on April 17, 2009 to review the request submitted by Leeward Community College for the addition of two Associate of Arts, three Associate of Science, one Associate of Applied Science Degree, and twenty four Certificates offered 50% or more through a mode of distance or electronic delivery. Specifically, the degrees and certificates are:

- Associate in Arts (AA) Degree
- Associate in Arts in Teaching Degree
- Academic Subject Certificate Accounting
- Academic Subject Certificate Business
- Academic Subject Certificate Business Technology
- Academic Subject Certificate Information & Computer Science
- Academic Subject Certificate Management
- Academic Subject Certificate Writing Business Track
- Certificate of Completion in Small Business Accounting
- Certificate of Achievement Accounting
- Associate in Science Degree Accounting
- Certificate of Completion Medical Receptionist
- Certificate of Completion Business Technology
- Associate in Science Degree Business Technology
- Certificate of Competence Business Foundations
- Certificate of Competence Management Foundations
- Certificate of Competence Retail Foundations
- Certificate of Completion Business Essentials
- Associate in Applied Science Degree in Supervisory Management
- Certificate of Completion in Basic Networking
- Certificate of Completion Help Desk
- Associate in Science Degree Information & Computer Science

The following degrees and certificates are one course away from allowing students to earn 50% or more of their requirements via distance or electronic delivery:
• Academic Subject Certificate Creative Media Interactive Media Specialization
• Academic Subject Certificate Digital Art
• Academic Subject Certificate Hawaiian Studies
• Academic Subject Certificate Writing Creative Track
• Certificate of Completion Office Coordinator
• Certificate of Achievement Business Technology
• Certificate of Competence Desktop Publishing
• Certificate of Completion Digital Media Production

The Committee acted to approve the Leeward Community College Proposal. The Committee commends the College for the completeness of the Proposal. The Committee also advises the College that it needs to pay close attention to monitoring student access to the website for student services such as advising.

On behalf of the Commission, I wish to express continuing interest in the institution’s educational programs and services. It remains the College’s responsibility to inform the Commission of any program change. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

[Signature]

Barbara A. Beno, Ph.D.
President

BAB/tl

Cc: Ms. Barbara Hotta, Accreditation Liaison Officer;
Dr. Susan B. Clifford, ACCJC Vice President;
Ms. Linda Henderson, USDE, San Francisco