# [on college’s letterhead]

Date: <Date>

To: <Name>, Team Chair

<Name>, Vice Chair

<Name>, ACCJC Staff Liaison

From: <Name>, President, College

CC: <Name>, Accreditation Liaison Officer

Re: College Update on Core Inquiries

<College> is looking forward to the upcoming Focused Site Visit. In order to facilitate the team’s review process, please see below pertinent college developments pertaining to the core inquiries, in addition to evidence the team may find helpful in advance of the visit.

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| **Core Inquiry 1:** <copy the team’s core inquiry verbatim> |
| **Standards or Policies:** <copy Standards as cited in the Core Inquiry Report> |
| **Briefly describe any institutional improvements, strengthening of processes, documented outcomes, discussions or reflections that have occurred pertaining to Core Inquiry 1.** (300 words max.) |
| **Evidence: Provide the list of evidentiary documents that will assist the team to better understand college processes, outcomes, and activities pertaining to Core Inquiry 1.** (documents should be separate pdf files, accessible via hyperlinks and uploaded to ACCJC’s cloud service)   1. **<name of document>** 2. **<name of document>** 3. **<name of document>** |
| **Context/additional information (if applicable): Please feel free to provide any additional relevant information that provides context for the college’s work.** (300 words max.) |

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| **Core Inquiry 2:** <copy the team’s core inquiry verbatim> |
| **Standards or Policies:** <copy Standards as cited in the Core Inquiry Report> |
| **Briefly describe any institutional improvements, strengthening of processes, documented outcomes, discussions or reflections that have occurred pertaining to Core Inquiry 2.** (300 words max.) |
| **Evidence: Provide the list of evidentiary documents that will assist the team to better understand college processes, outcomes, and activities pertaining to Core Inquiry 2.** (documents should be separate pdf files, accessible via hyperlinks and uploaded to ACCJC’s cloud service)   1. **<name of document>** 2. **<name of document>** 3. **<name of document>** |
| **Context/additional information (if applicable): Please feel free to provide any additional relevant information that provides context for the college’s work.** (300 words max.) |
| **Core Inquiry 3:** <copy the team’s core inquiry verbatim> |
| **Standards or Policies:** <copy Standards as cited in the Core Inquiry Report> |
| **Briefly describe any institutional improvements, strengthening of processes, documented outcomes, discussions or reflections that have occurred pertaining to Core Inquiry 3.** (300 words max.) |
| **Evidence: Provide the list of evidentiary documents that will assist the team to better understand college processes, outcomes, and activities pertaining to Core Inquiry 3.** (documents should be separate pdf files, accessible via hyperlinks and uploaded to ACCJC’s cloud service)   1. **<name of document>** 2. **<name of document>** 3. **<name of document>** |
| **Context/additional information (if applicable): Please feel free to provide any additional relevant information that provides context for the college’s work.** (300 words max.) |