



8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052-3981  
425 558 4224  
Fax: 425 376 0596  
www.nwccu.org

February 10, 2015

Dr. Jack R. Bermingham  
President  
Highline College  
P.O. Box 98000  
Des Moines, WA 98198-9800

Dear President Bermingham:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to inform you that at its January 7-8, 2015, meeting, the Commission accepted Highline College's Fall 2014 Year One *Mission and Core Themes* Report.

Highline College's next regularly scheduled evaluation is the Mid-Cycle Evaluation in fall 2016. This evaluation replaces the Year Three *Resources and Capacity* Evaluation. The Mid-Cycle Evaluation is intended to ascertain the institution's readiness to provide evidence (outcomes) of mission fulfillment and sustainability in the Year Seven *Mission Fulfillment and Sustainability* Evaluation. Please see the NWCCU website under "Forms" for "Guidelines for the Preparation of the Mid-Cycle Self-Evaluation."

In its January 31, 2014, letter, the Commission requested that the College address Recommendation 1 of the Fall 2013 Year Seven Peer-Evaluation Report in its Fall 2016 Mid-Cycle Report. At its January 2015 meeting, the Commission determined that it would be more appropriate for the College to address Recommendation 1 of the Fall 2013 Year Seven Peer-Evaluation Report as part of the already scheduled Fall 2016 Ad Hoc Report with a visit. A copy of the Recommendation is enclosed for your convenience.

If you have questions, please do not hesitate to contact me.

Best wishes for a peaceful and fulfilling New Year.

Sincerely,

A handwritten signature in blue ink that reads "Sandra E. Elman". The signature is fluid and cursive.

Sandra E. Elman  
President

SEE:rb

Enclosure: Fall 2013 Recommendations

cc: Mr. Jeff L. Wagnitz, Vice President for Academic Affairs

**Year Seven *Mission Fulfillment and Sustainability* Evaluation**  
**Fall 2013**  
**Highline Community College**  
**Recommendations**

1. In the spirit of continuous improvement as contemplated by the Standards, the evaluation committee recommends that the College gather and maintain evidence that the depth, breadth, coherence, content and sequence of programs are appropriate (Standard 2.C.4 and 2.C.5).
2. The evaluation committee recommends that for each year of operation, the College undergo an external financial audit and that the results from such audits, including findings and management letter recommendations, be considered in a timely, appropriate and comprehensive manner by the Board of Trustees (Eligibility Requirement 19 and Standard 2.F.7).