

July 8, 2020

Dr. Jeb Egbert
Co-President
Ms. Sandy Pham
Co-President
West Coast University
151 Innovation Drive
Irvine, CA 92617-3040

Dear President Egbert and President Pham:

This letter serves as formal notification and official record of action taken concerning West Coast University (WCU) by the WASC Senior College and University Commission (WSCUC) at its meeting on June 26, 2020. This action was taken after consideration of the report of the review team that conducted the Special Visit to WCU on March 5-6, 2020. The Commission also reviewed the institutional report and exhibits submitted by WCU prior to the Special Visit. The Commission appreciated the opportunity to discuss the visit with you and your colleague James Connelly, Chairman of the Board. Your comments were very helpful in informing the Commission's deliberations. The date of this action constitutes the effective date of the institution's status with WSCUC.

Actions

1. Receive the Special Visit team report that focused on: (1) adequate space for students and faculty; (2) senior administrative reporting structures; (3) the Shared Services Agreement; (4) university bylaws, and board of trustees' policies and practices; (5) compliance documentation; (6) clinical syllabi; (7) faculty workloads; (8) planning and resource allocation; (9) use of data; and (10) facilities.
2. Continue with the previously scheduled reaffirmation review with the Offsite Review in spring 2024 and the Accreditation Visit in fall 2024
3. Continue with the previously scheduled Mid-Cycle Review to begin May 1, 2021
4. Schedule a Progress Report to be submitted by January 15, 2021 to address:
 - a. update of institution bylaws.
 - b. development of a leadership succession plan and completion of annual conflict of interest statements.
5. Schedule an Interim Report to be submitted by November 1, 2021 to address:
 - a. board of trustees' policies including actions to expand board capacity and evaluation of board performance.
 - b. shared services documentation.

The Commission commends WCU in particular for its:

1. Demonstrated improvement to student and faculty space in support of teaching and learning.
2. Research-based decision to optimize the structure and capacity of the senior leadership.
3. Shared commitment of the Board of Trustees to the mission of the institution with an emphasis on student success.

4. Extensive Institutional Effectiveness Review (IER) process which utilizes input from stakeholders across the institution to drive strategic planning, budgeting, and performance expectations.

The Commission requires the institution to respond to the following issues:

1. Correct and update the university bylaws to accurately reflect the current structure and governance of the institution. (CFRs 3.7, 3.9)
2. Continue to enhance its Board of Trustees' policies and practices in alignment with the WSCUC Governing Board Policy. The board should also formally document and implement actions to expand board capacity, develop a formal leadership succession plan, document annual conflict of interest statements, and augment the evaluation of board performance. (CFRs 1.7, 3.7, 3.9)
3. Formally document shared services processes (including reporting, cost allocation, and leadership structures) to minimize potential risks to the institution and maximize its financial sustainability. (CFRs 1.7, 3.7)

In accordance with Commission policy, a copy of this letter will be sent to the chair of WCU's governing board. The Commission expects that the team report and this action letter will be posted in a readily accessible location on the WCU website and widely distributed throughout the institution to promote further engagement and improvement and to support the institution's response to the specific issues identified in these documents. The team report and the Commission's action letter will also be posted on the WSCUC website. If the institution wishes to respond to the Commission action on its own website, WSCUC will post a link to that response on the WSCUC website.

Finally, the Commission wishes to express its appreciation for the extensive work that West Coast University undertook in preparing for and supporting this accreditation review. WSCUC is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. Please contact me if you have any questions about this letter or the action of the Commission.

Sincerely,



Jamienne S. Studley
President

JSS/lp

Cc: Phillip Doolittle, Commission Chair
Lisa Schaffer, ALO
James Connelly, Board Chair
Members of the Special Visit team
Linda Petersen, Vice President