

CENTRAL TEXAS COLLEGE

OFFICE OF THE CHANCELLOR

Changing lives one degree at a time

March 15, 2004

Chancellor's Welcome

Thank you for serving as a reviewer for the Central Texas College (CTC) Certification of Compliance documents. This introductory letter explains the organization of all our provided materials. The Summary Form provides an overview of the uniqueness of CTC and our continental United States and international operations. Campuses outside of Texas are referred to in the Compliance Certification document as locations-at-a-distance. The *Continental and International Campus Catalog* is published for students attending CTC at a location-at-a-distance.

For those unfamiliar with Texas institutions of higher education, the Texas Higher Education Coordinating Board (THECB) Rules and Regulations are parallel to the Commission on Colleges (COC) *Principles of Accreditation: Foundations for Quality Enhancement*. CTC's governance is through the locally elected Board of Trustees, and we receive state coordination through the THECB. Both THECB Rules and CTC policies and procedures are parallel.

The effective date of CTC's Certification of Compliance is March 15, 2004. As required by the Commission on Colleges, no changes will be made to the compliance documentation after that date. Any changes will be made only after the off-site review is complete.

The college is providing you with a compact disk (CD) containing this letter of introduction, the summary form, the compliance document, an alphabetical list of supporting documents, an acronym list, and navigation instructions. In addition, the college is providing printed copies of the following items to each member of the off-site review team and the Commission on Colleges staff member: signed Compliance Certification, Summary Form, Acronym List, Alphabetical List of Document References, Navigation Instructions, Organizational Chart, 2002-2004 College Catalogs, and Annual Financial Report August 31, 2003. Off-site team members who have the assignment to review faculty are receiving Faculty Roster Reports that list faculty who taught in spring 2003. The following URL address will provide you access to all of these documents online: <http://www.ctcd.edu/sacs1/indexsac2.htm>.

All documents provided on the CD are in Adobe's PDF format; therefore, a recent version of Adobe Acrobat Reader must be loaded in order for you to read them. If you do not have the Adobe Acrobat Reader installed, please visit the adobe Web page at www.adobe.com/products/acrobat/readstep2.html to download the current version of the

reader. A high speed Internet connection will make your review simpler but is not absolutely essential.

Following each narrative in the compliance document, you will find an alphabetical list of supporting documentation. Documents on the CD are linked directly from this list. To access a document, simply click on it, and it will open directly from the CD. In most cases, the evidence that directly supports the narrative has been highlighted for your review so you should not have to review the entire document. In a few cases, the college has provided links residing on external websites. These are clearly identified. External links are offered as additional reference and are not critical to establishing compliance.

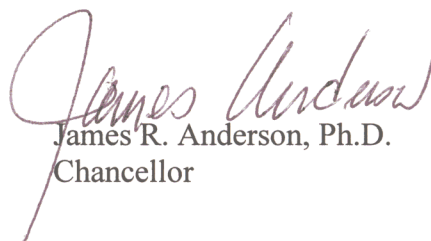
Because the original electronic version of some documents was converted into PDF format to ensure consistency and ease of use, many of our official documents may not have an authorized signature or date. The college attests to you that in all such cases, the electronic versions of documents are accurate and authentic, that all policies or procedures have gone through the appropriate approval processes, and that these policies and procedures are operational.

Passwords are provided where necessary to enable you to access library resources for locations-at-a-distance and are so noted in the narrative. However, in providing access to a live online course and online faculty development opportunities, the off-site reviewers will need to obtain necessary passwords by contacting the designated technical support person.

Please contact Erin Rhoden at 254-526-1154 or email Erin.Rhoden@ctcd.edu to obtain the necessary passwords or if you experience technical problems with the CD.

Thank you again for your time and effort in reviewing these materials.

Sincerely,



James R. Anderson, Ph.D.
Chancellor