

May 23, 2019

Dr. Susan Sperling, President
Chabot College
25555 Hesperian Blvd
Hayward, CA 94545

Dear President Sperling:

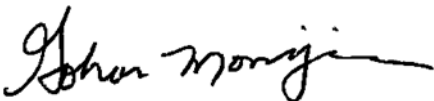
This is a friendly reminder that your Midterm Report is **due by October 15, 2019**.

The Midterm Report provides the Commission with an update on the work accomplished since the institution's comprehensive review. The report includes analysis and supporting evidence in response to the improvement recommendations made by the previous comprehensive evaluation team, progress on any improvement plans as described in the Institutional Self-Evaluation Report, and an analysis of longitudinal trend data. The college will also report on its progress and outcomes from the action projects identified in its Quality Focus Essay.

Chabot College will send the institutional Report with evidence in PDF on a USB Flash Drive to the Commission office. The Commission publication, [*Guidelines for Preparing Institutional Reports to the Commission*](#), which is found on our website, explains the presentation of the report. Within those guidelines, Chabot College is free to organize the report in ways which are useful to the institution in its ongoing efforts of continuous quality improvement.

On behalf of the Commission, thank you for the tremendous commitment you and your staff have made toward improving student learning and academic quality in our region. Please do not hesitate to contact me if you need any assistance. I look forward to working with you.

Sincerely,



Gohar Momjian
Vice President

cc: Dr. Stacy Thompson, Vice President, Academic Affairs, Accreditation Liaison Officer

Enclosure