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April 21, 2017

Dr. Joyce Loveday
Interim President
Clover Park Technical College
4500 Steilacoom Blvd. SW
Lakewood, WA 98499

Dear Interim President Loveday:

Greetings from the Northwest Commission on Colleges and Universities.

In our letter dated February 1, 2017, (copy enclosed for your convenience) the Northwest Commission on Colleges and Universities requested that Clover Park Technical College submit an Ad-Hoc Self-Evaluation Report and host a visit in fall 2017. In a concise manner, the College should respond thoroughly and carefully to the matters described therein.

By Monday, May 8, 2017, please contact Mellissa Thoreson at mthoreson@nwccu.org with the name, telephone number, and email address of the contact person for the institution's Ad-Hoc Self Evaluation Report. We also ask that you confirm your contact information (name, title, telephone number, fax number, and email address) and confirm the contact information of the institution's Accreditation Liaison Officer. It would also be helpful if you would provide the name and telephone number of a hotel in the area where you would recommend for the evaluator(s) to stay.

The institution will be contacted at a later time regarding dates for the fall visit. Once the fall visit date is confirmed, we will provide the institution with the name and contact information of the evaluator(s).

- Each evaluator is to receive one printed copy and one electronic copy of the College's Ad-Hoc Self-Evaluation Report and supporting documentation (if any).
- The Commission office is to receive two printed copies and one electronic copy of these materials.
- The electronic copy of the report is to be distributed as a single Windows-compatible file in Adobe Acrobat format.
- If it is more convenient, the body of the electronic copy of the report may be distributed as a Windows-compatible file in Adobe Acrobat format, and the appendices (if any) may be distributed as a second Windows-compatible file in Adobe Acrobat format.
- These materials are to be received by evaluators and the Commission office by **September 15, 2017**. Email the Commission's electronic copy of the report and supporting materials (if any) as attachments to reports@nwccu.org.

It will not be necessary for representatives of Clover Park Technical College to be present when the Board of Commissioners considers this matter at its January 2018 meeting. Following the meeting, we will write to inform you of the Board's action.

Thank you for your attention to these items. Please contact me if you have any questions or concerns.

Sincerely,

Les Steele

Les Steele, Ph.D.
Senior Vice President

LLS:mat

Enclosures: Letter dated February 1, 2017
cc: Ms. Tawny Dotson, Vice President for Strategic Development