

February 20, 2008

Brian King
Cabrillo College
6500 Soquel Drive
Aptos, CA 95003-3194

Dear President King:

JBL Associates and the Academy for Educational Development have been commissioned by the U.S. Department of Education, Office of Vocational and Adult Education (OVAE), to conduct a study of community college programs as part of a national initiative to improve student preparation, access and persistence in community colleges. The initiative, entitled *Community Colleges Can!*, has three components: (1) a case study of eight exemplary community college programs across the nation; (2) a web-based dissemination site to provide information of use to college program practitioners; and (3) a partnering of colleges for program replication.

The purpose of this letter is to request the formal participation of Cabrillo College as a case study site for this project. You will also receive a written request directly from Deputy Assistant Secretary Patricia Stanley of the Office of Vocational and Adult Education.

We recently conducted a telephone interview with Diego Navarro about the Digital Bridge Academy program and would like to carry out a more detailed study of the program. We would like to schedule a two (2) day site visit to Cabrillo College in March. During the visit, two researchers would conduct individual and group interviews of not more than one hour each with key college and program personnel, including the President, academic administrators, program administrators and staff, faculty involved with program activities, participating students, and if possible, members of the community who are involved with the program. In order to assist with the logistics of the site visit, we request that you designate a contact person involved with the program at Cabrillo College with whom we can work to schedule interviews and arrange the visit.

We look forward to visiting your college and learning more about the Digital Bridge Academy program and its excellent work on behalf of student success. If you have any questions, please do not hesitate to contact me or Dr. William Munn, who is coordinating the work of the research teams. Dr. Munn will be contacting you within the next week. He can be reached by e-mail at wmunn@jblassoc.com or by telephone at 301.654.5154.

Sincerely,

John B. Lee, Ed.D
President, JBL Associates, Inc.

cc: Diego Navarro