



AP 3200 Accreditation

1. Accreditation Steering Committee (ASC) will be responsible for all aspects of the accreditation process. The primary purpose of the ASC is to guide and supervise the college's accreditation activities, including the following, among others:

- a. Accreditation reports:
 1. Self-Evaluation Report
 2. Mid-Term Report
 3. Follow-Up Reports
 4. Any other special reports requested by the Commission
- b. Education of the campus on the Accreditation Standards and the accreditation process.
- c. Regular assessment of the College's compliance with the Accreditation Standards and Eligibility Requirements.
- d. Recommendations to the College Council regarding accreditation-related issues.

2. Composition of the ASC

- a. The Accreditation Liaison Officer (ALO), who is appointed by the Superintendent/President.
- b. The membership of the ASC shall be as follows:

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| 1. College President or Designee | 10. Director Marketing & Public Information Officer / ASB Advisor, Public Relations / ASB |
| 2. Vice President of Instruction (ALO) | 11. Assessment & Accreditation Coordinator |
| 3. Vice President of Administrative Services | 12. Instructional Program Review Coordinator |
| 4. Vice President of Human Resources | 13. Student Learning Outcome Coordinator |
| 5. Vice President of Student Development | 14. Institutional Effectiveness Committee Chair |
| 6. Executive Dean of Research and Institutional Effectiveness | 15. Academic Senate President |
| 7. Executive Dean of Technology and Information Resources | 16. AFT President |
| 8. Instructional Dean (1) | 17. CTA President |
| 9. Director of Facilities | 18. CSEA President |
| | 19. ASB President |

3. Accreditation Liaison Officer (ALO)

- a. The ALO is appointed by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.

4. Accreditation Standards Writing Groups (SWG) for the Accreditation Self-Study

- a. For each accreditation standard, there shall be one SWG, and possible subcommittees as deemed necessary by the ASC. Members of the SWG will draft the section of the Self-Study relating to their standard. The SWG will receive, review, and edit the drafts (as relevant) into a coherent, less redundant, and well-integrated document and submit the revised document to the ASC for review. The ASC will inform the SWG of the suggested revisions from Academic Senate and College Council they are submitted in for first and second reads.
- b. Standards Writing Group shall be created as follows:
 1. The faculty member and manager on the ASC will serve as co-chairs of the SWG.



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2. The ASC will solicit interested members of the college Faculty, Classified, Students and Management to serve as members of the Standard Committees.
5. Annual, Midterm, Follow-up, and Other Accreditation Reports
 - a. Preparation of the Midterm Accreditation Report, any required Annual or Follow-up Reports, and any other reports shall be the responsibility of the ALO.
 - b. Review Process
 1. The ALO oversee the production of a draft of each necessary report and submit it to the ASC for review and comment.
 2. ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports.
 3. 3. When the ASC approves the report, the ALO submits it through the Academic Senate, College Council, Superintendent/President and the Board of Trustees to ensure the Board has received and reviewed the report before its submission.
 - c. The ALO is responsible for the timely submission of all Annual, Midterm, Follow-up, and any other Accreditation reports.
6. The Board of Trustees will be informed in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

References:

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standards 1.C.12 and 13;
Title 5 Section 51016