



AP 3200 Accreditation

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

Approved: August 2014

Last Revised:

Last Reviewed:

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC), the District shall conduct a comprehensive self-evaluation every six years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to ACCJC in the third year of each six-year cycle. Other reports may also be required at designated times by ACCJC.

A. Rights and Responsibilities of the District in the Accrediting Process:

The District has the responsibility to:

1. Participate in the development of Eligibility Requirements, Accreditation Standards, and ACCJC's policies and in ACCJC's periodic reviews.
2. Communicate and promulgate information to institutional constituencies about the Eligibility Requirements, Accreditation Standards, and ACCJC's policies, any changes to them, and the institution's plans for changes needed to comply with them.
3. Communicate directly to ACCJC any comments on or concerns about the ACCJC's Eligibility Requirements, Accreditation Standards, and policies.
4. Develop an effective mechanism to ensure the internal coordination of accreditation activities.
5. Maintain all correspondence and records on the accreditation history of the institution, on substantive change applications, and the outcomes of the application.
6. Share records of the institution's accreditation history, as appropriate, within the campus community.
7. Determine how to design and conduct the institutional self evaluation process.
8. Involve broad and appropriate constituent groups in the preparation and process of the Self Evaluation Report of Educational Quality and Institutional Effectiveness.
9. Disclose to ACCJC all information which is required to carry out the ACCJC evaluation and accreditation functions.
10. Respect the confidentiality of information required and evaluated in the accrediting process.
11. Respect the confidentiality of information required and evaluated in the accreditation process.
12. Maintain records of formal student complaints and grievances between each review cycle, and make them available to ACCJC and evaluation team upon request.

13. Submit substantive changes for approval by the ACCJC before such substantive changes are implemented.
14. Provide maximum opportunity for communication between all relevant constituencies and the evaluation team.
15. Ensure that professional organizations, collective bargaining groups, or special interest groups not impede or interfere with reports, visits, and reviews.
16. Make the External Evaluation Report and the Institutional Self Evaluation Report available to the public.
17. Acknowledge that specialized accrediting agency recognition, local governmental requirements and/or collective bargaining agreements, in and of themselves, do not abrogate or substitute institutional and employee obligations to comply with the Eligibility Requirements, Accreditation Standards, and Commission policies.
18. Accept ACCJC's action after availing itself of its due process rights afforded in ACCJC policy.
19. Uphold the credibility and integrity of the accreditation process by accurately portraying ACCJC's actions and helping institutional constituencies to understand the Eligibility Requirements, Accreditation Standards, and ACCJC policies pertinent to an accreditation action taken on an institution.

The District has the right to:

1. Request ACCJC to hold joint, concurrent, coordinated, consolidated, or phased visits.
2. Review the list of proposed team members in order to avoid potential conflicts of interest.
3. Review the evaluation team members and report any conflicts of interest or concerns to ACCJC before the team composition is finalized.
4. Withdraw a request for any status of accreditation at any time prior to the decision on that request.
5. Appeal an accrediting decision in accordance with the policies of the ACCJC and to maintain its accredited status during the appeal.
6. Withdraw from ACCJC membership by sending written notice to ACCJC of the intent to withdraw as of the end of the institutional semester.

B. Self-Evaluation Process:

1. There are three Self Evaluation Co Chairs representing administration, faculty, and classified staff. The Superintendent/President will appoint the administration co-chair. The faculty co-chair is selected by mutual agreement between the Superintendent/President and the Academic Senate. The classified co-chair is selected by the Superintendent/President based on nominations from the Classified Senate.
2. The Superintendent/President will appoint an Accreditation Liaison Officer (ALO) who will serve as the contact between the campus and the ACCJC. The Office for Vice President for Planning, Research, and Organizational Development (PROD) assumes responsibility for the self-evaluation – facilitating the development and distribution of the self-evaluation and facilitating the team visit and follow-up with the ACCJC. In addition, PROD stays informed about ACCJC policies, procedures and activities; promoting a campus culture that is concerned with accreditation and that focuses on student learning outcomes; acting as an archivist for accreditation documents; and facilitating preparation of any reports to ACCJC.

3. The Self Evaluation Co- Chairs, the Accreditation Liaison Officer, and an administrative assistant will serve as an Accreditation Support Team (AST). The AST are members of the Accreditation Steering Committee (ASC) and assumes responsibility for overall planning and oversight of the ASC. The Steering Committee will serve to review and edit all drafts of the Self Study Report.
4. During the Self Evaluation process, an Accreditation Steering Committee is formed with management, faculty and classified staff co-chair for each accreditation standard and to serve on the ASC. Co-chairs are selected by a collaborative process between the Superintendent/President and the constituent groups.
5. The AST and the ASC will seek to ensure that all constituencies of the District have been included in the self-evaluation process. Included in the development of the Self Evaluation Report should be students, full-time and part-time faculty, classified staff, manager, administrators, trustees, and others deemed appropriate (i.e., members of foundation boards, program advisory committee members, etc.).
6. The Superintendent/President shall keep the Board of Trustees informed of all activities, reports, and actions regarding accreditation.

C. Calendar for Preparation of the Self Study:

1. The self-evaluation site visit is often set by ACCJC more than a year in advance. In most instances, at least a year and a half should be allowed, possibly beginning activities four semesters before the scheduled visitation.
2. The Self Evaluation Report shall be shared with the campus community, allowing time for feedback and any revision to the Report before it is finalized.
3. The Self Evaluation Report shall be presented to the Board of Trustees for approval at its regularly scheduled monthly meeting before its submission to ACCJC.
4. The completed Self Evaluation Report must be delivered to ACCJC and the team members eight weeks before the scheduled visit date.

D. Resources for the Self Study:

1. The Accreditation standards require on-going program review. The self-evaluation should be integrated with ongoing evaluation and planning.
2. Research and other activities reporting student achievement and Student Learning Outcomes are required to provide evidence of institutional effectiveness and compliance.