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**Administrative Procedure**  
Chapter 3 – General Institution

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## **AP 3200 ACCREDITATION**

### **References:**

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

The institution strives to comply with the eligibility requirements, accreditation standards, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC). The District is timely and responsive in meeting the reporting and policy requirements of the Commission. The District makes complete and accurate disclosures in order to comply with ACCJC requests, directives, and decisions.

The District engages in an inclusive and collaborative participatory governance process for developing its comprehensive self-evaluation for reaffirmation of accreditation through the Accreditation Steering Committee structure.

No less than two years prior to the Accreditation Peer Review Team visit, the College Planning Council shall re-establish the Accreditation Steering Committee structure.

### **Purpose**

The Accreditation Steering Committee oversees the college's self-evaluation process by ensuring the development of a comprehensive Institutional Self-Evaluation Report that meets the content, evidence, and formatting guidelines required by ACCJC. The Standard Area Committees report to the Accreditation Steering Committee and conduct an in-depth review of the college in accordance with the accreditation guidelines. Each committee's responsibility is to ensure an accurate description of the area(s) being reviewed, assess its effectiveness using the accreditation standards, and recommend any major improvements necessary to ensure institutional effectiveness.

### **Committee Membership**

The Accreditation Steering Committee is composed of the tri-chairs of each Standard Area Committee and the presidents of each college group. The Committee is tri-chaired by a faculty member appointed by the Academic Senate President after consultation with the Superintendent-President, a classified member appointed by the Classified Senate after consultation with the Superintendent-President, and the Accreditation Liaison Officer and is subject to ratification by the Academic Senate and Classified Senate.

The faculty and classified Accreditation Steering Committee tri-chairs shall complete accreditation professional development training.

Each Standard Area Committee is tri-chaired by a faculty member appointed by the Academic Senate, a classified member appointed by the Classified Senate, and a management member appointed by the Superintendent-President. Members include representatives of each college body recognized by the Board of Trustees in participatory governance (see BP/AP 2510). There is a balance on each committee between members who work within the committee's area of responsibility and people who are outside the area.

The Institutional Self-Evaluation Report shall be made available to all faculty, classified staff, managers, and students for review and comment before it is sent to the Board of Trustees for approval.

Also see BP 3200 Accreditation; BP 2510 Participation in Local Decision-Making; AP 2510 Participation in Local Decision-Making

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**Approved:** none

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