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

A. Rights and Responsibilities of the District in the Accrediting Process: (Policy on Rights and Responsibilities of ACCJC and Member Institutions, October 2007) The District has the responsibility to:

1. Participate in the development of ACCJC standards and policies and in their periodic reviews.
2. Determine how to design and conduct the self study.
3. Involve broad and appropriate constituent groups in the preparation and process of self study.
4. Disclose to ACCJC all information which is required to carry out the ACCJC evaluation and accreditation functions.
5. Respect the confidentiality of information required and evaluated in the accrediting process.
6. Develop an effective mechanism to ensure the internal coordination of accrediting activities.
7. Provide maximum opportunity for communication between all relevant constituencies and the visiting team.
8. Ensure professional organizations, collective bargaining groups, or special interest groups do not impede or interfere with reports, visits, and reviews.
9. Make the team report available to the public.
10. Submit substantive changes for approval by the ACCJC before such substantive changes are implemented.

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. Withdraw a request for any status of accreditation at any time prior to the decision on that request.
4. Appeal an accrediting decision in accordance with the policies of the ACCJC and to maintain its accredited status during the appeal.

B. Process for Producing the Comprehensive Self Study:
1. The Superintendent/President will appoint a Self Study Chair. If a faculty member is selected, the appointment must be approved by the Academic 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 ALO assumes responsibility for the self study – facilitating the development and distribution of the self study and facilitating the team visit and follow-up with the ACCJC. In addition, the ALO 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 Study Chair and the Accreditation Liaison Officer will establish an Accreditation Steering Committee which assumes responsibility for overall planning and supervision of the Self Study Report. The Committee should be given time to assume these responsibilities; have the necessary clerical support; and access to evidence and research. The Steering Committee will serve to review and edit all drafts of the Self Study Report.

4. The Self Study Chair and the Accreditation Liaison Office will seek to ensure that all constituencies of the District have been included in the self study process. Included in the development of the Self Study Report should be the following: students, full- and part-time faculty, support staff, administrators, trustees, and others deemed appropriate (i.e., members of foundation boards, program advisory committee members, etc.)

5. 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 evaluation 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 Study Report shall be sunshined to the College community, allowing time for feedback and any revision to the Report before it is finalized.
   3. The Self Study 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 Study Report must be in the hands of 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 study should be integrated with ongoing evaluation and planning.
   2. Research and other activities reporting student achievement and learning outcomes are required to provide evidence of institutional effectiveness and compliance.
References: Eligibility Requirements for Accreditation; Accreditation Standards; Accreditation Self Study Manual

May 12, 2009