

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 3200 Accreditation

**References:** ACCJC Accreditation Eligibility Requirement 21, Title 5 Section 51016

The Hartnell Community College District shall conduct an Institutional Self Evaluation of Educational Quality and Institutional Effectiveness according to the cycle established by the Accrediting Commission for Community and Junior Colleges (ACCJC) and shall host a visit by an accreditation team. This self-evaluation is a product of the continuous quality improvement (CQI) process. Mandatory reports are prepared and submitted to the Accrediting Commission and made available to the public.

The following requirements apply to the preparation of the written document that is the comprehensive self-evaluation for reaffirmation of accreditation by the ACCJC, ~~a part of the Western Association for Schools and Colleges (WASC):~~

1. The development of a self-evaluation report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin no less than two years before the accreditation visit.
2. The College shall have an Accreditation Liaison Officer (ALO), appointed by the superintendent/president, who is responsible for coordinating all necessary activities for accreditation.
3. The college shall have an Accreditation Council Committee that reports directly to the Hartnell College Council. Membership shall consist of the following:
  - Accreditation Liaison Officer
  - Academic Senate President or designee
  - Tri-chairs consisting of the Accreditation Liaison Officer, a faculty member (appointed by the Academic Senate), and a classified professional.
  - Accreditation standard teams with an established lead, and with at least one administrator, faculty (appointed by the Academic Senate), and classified professional on each team.
  - Dean of Institutional Planning and Effectiveness Director of Institutional Research
  - Co-chairs for Standards (current co-chairs serve until the college organizes for next self-evaluation process)
  - 2 Classified Staff Members (to be selected by CSEA and L-39)
  - 1 Manager, Supervisor, or Confidential (to be selected by superintendent/president)
  - 2 Students (to be selected by ASHC)
4. Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-evaluation and team visit.
5. The Accreditation Council Committee will meet at least two times each year monthly during the academic year to support the writing of the self-evaluation report and any other reports required by the ACCJC, and to engage in other accreditation-related matters.

~~6. All reports shall be made available to the faculty, classified staff, administrators, and student leaders of ASHC with ample opportunity to review, discuss, and provide feedback before they are sent to the Superintendent/President and Governing Board. Furthermore, the following groups will certify that there was broad participation by the campus community and believe that the Report accurately reflects the nature and substance of this institution. (NOTE: all groups that signed)~~

~~7. When the self-evaluation report is completed, it must be reviewed and approved by the Superintendent/President and Governing Board prior to submission to the ACCJC.~~

~~8. Any subsequent reports required by the ACCJC shall be approved by the Superintendent/President and Governing Board prior to submission to the ACCJC.~~

6. The self-evaluation draft report will be made available to faculty, staff, administrators and student leaders for review and comment at least six months before it is sent to the Board of Trustees for approval.

7. The self-evaluation report will be made available to the public after approval by the Board of Trustees.

8. Any subsequent midterm, follow-up or special reports required by the ACCJC will be reviewed through the college governance structure and approved by the Board of Trustees prior to submission to the ACCJC.

In addition to overseeing the self-evaluation process, other duties of the Accreditation Committee may include:

- Monitoring ongoing compliance with ACCJC standards and help identify emerging gaps or risks.
- Coordinating midterm reports, annual reports, and institutional performance metrics required by ACCJC.
- Reviewing substantive change proposals, distance education approvals, or other accreditation-related submissions,
- Reviewing new ACCJC guidance or policy changes and communicating implications to college leadership and governance councils.
- Educating the campus community about accreditation standards, policies, and expectations through workshops, forums, or training.

See Board Policy 3200

Approved by Superintendent/President: April 29, 2014

Revised: \_\_\_\_\_