

## GENERAL INSTITUTION

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2 AP 3200 ACCREDITATION

3 **References:**4 Accreditation Eligibility Requirement 20;  
5 Accreditation Standard IV.B.1.i

6 In accordance with the standards of the Accrediting Commission for Community and  
7 Junior Colleges (ACCJC), the District shall conduct a comprehensive self study every  
8 six years and host a visit by an accreditation team. The District shall prepare and  
9 submit mandatory midterm reports as required by ACCJC in the third year of each six-  
10 year cycle. Further, the District shall prepare and submit progress reports and annual  
11 reports as required by ACCJC.

12 When the Self Study is completed, the Governing Board shall review and approve it  
13 prior to submission to ACCJC in accordance with prescribed timelines.

14 District employees responsible for the functions related to the accreditation standards  
15 shall be involved in the self study and team visit. The process for producing the written  
16 document that is the Comprehensive Self Study shall include the appointment of:

- 17 • A Self Study Chair or Chairs, appointed by the Superintendent/President in  
18 accordance with campus procedures. If the Chair is a faculty member, the  
19 appointment shall be made jointly by the Faculty Senate and Superintendent/  
20 President
- 21 • Accreditation Liaison Officer, appointed by the Superintendent/President
- 22 • Active, campus-wide constituency participation inclusive of administrators,  
23 faculty, classified and supervisory staff, and students and
- 24 • An Accreditation Steering Committee

25 The District recognizes that the process of accreditation is an ongoing and continuous  
26 effort of planning, review, and improvement. To this end, the District shall establish a  
27 governance committee, titled the Accreditation Steering Committee. The Accreditation  
28 Steering Committee shall report to the District's principle governance committee, the  
29 Strategic Planning Council, and provide the overall planning, guidance, response, and  
30 preparation for the comprehensive Self Study, mid-term report, and other report  
31 requirements from ACCJC. The Accreditation Steering Committee shall make  
32 recommendations on any issues related to accreditation throughout the six-year cycle.  
33 The Accreditation Steering Committee shall maintain currency with accreditation  
34 standards and procedures, including attending accreditation workshops. The

35 Accreditation Steering Committee shall communicate and distribute information related  
36 to accreditation standards and procedures. The Accreditation Steering Committee shall  
37 meet regularly and as necessary throughout the year.

38 For each program requiring special accreditation, beyond that granted to the District by  
39 ACCJC, the District shall comply with the specific accrediting agency's requirements.  
40 This may include, but not be limited to, preparing accreditation studies and documents  
41 for initial or reaffirmation of accreditation and preparing and submitting mandatory  
42 progress reports. District employees responsible for the functions related to the  
43 program's specific accreditation standards shall be involved in the accreditation  
44 process. The Governing Board shall review and approve any studies or progress  
45 reports as required by a program's specific accrediting agency.

46 Office of Primary Responsibility: Office of the Superintendent/President