

2020 Accreditation Self-Evaluation

Standards and Sub-Standard Leads

Role and Responsibilities

Role

The primary role of the leads for each standard and sub-standard is to work collaboratively with the Cerritos College Accreditation Liaison Officer (ALO), Manager Co-Chairperson, and Faculty Co-Chairperson (herein referred to as Accreditation Co-Chairs), accreditation editor, and team members to plan, develop, and complete a comprehensive self-evaluation of educational quality and institutional effectiveness by December 1, 2019. This includes assembling supporting evidence in order to meet the requirements of all ACCJC standards and eligibility requirements.

Responsibilities

Standard and Sub-Standard Leads:

1. Attend Cerritos College accreditation meetings as scheduled.
2. Review and synthesize research and communicate information on ACCJC accreditation standards and eligibility requirements as needed.
3. Identify research needs for accreditation standards and eligibility requirements and communicate those needs to the Co-Chairs.
4. Coordinate with the Co-Chairs and Accreditation Committee to:
 - a. Consider membership assignments to sub-standard teams so there is diverse representation from each constituency group, division, area, discipline, and community served, as appropriate.
 - b. Schedule and conduct meetings for the assigned sub-standards.
 - c. Prepare and distribute sub-standard meeting agendas in advance. Post agendas and minutes to accreditation website.
 - d. Follow the Guide to Evaluating and Improving Institutions and the Manual for Institutional Self-Evaluation and address all questions included in the guides as applicable to the assigned sub-standards.
 - i. https://accjc.org/wp-content/uploads/Guide-to-Evaluating-and-Improving-Institutions_May2017.pdf
 - ii. <https://accjc.org/wp-content/uploads/Manual-for-Institutional-Self-Evaluation-AUG2017-revised-edition.pdf>
 - e. Collect related information from all sources for the preparation of the report, identifying necessary evidence to support statements included in the self-evaluation.

- f. Assist with presentation of the self-evaluation draft and final reports to the College's shared governance committees and other meetings as scheduled.
5. Lead the sub-standard team members and support the Accreditation Editor to achieve the following:
 - a. Collect necessary evidence from all related sources (e.g., SLOs, program reviews, unit plans, surveys, meeting minutes).
 - b. Draft narrative addressing assigned sub-standards.
 - c. Collect, synthesize, draft, edit, and finalize written material according to the timeline.
 - d. Submit drafts of materials for the assigned standard to the Accreditation Editor in a timely manner according to the accreditation timeline.
 - e. Confirm consistency of information, layout, style, etc., and adhere to ACCJC's style and manuscript standards.
 - f. Verify the accuracy of information included in the narrative and ensure all necessary supporting evidence is in place and appropriately named and linked to statements indicated in the self-evaluation study.
 - g. Provide accurate file names for folders, and narratives and evidence documents when uploading to Canvas accreditation preparation site.
6. Sub-standard leads should be available from April 18, 2018 – March 15, 2020 (or until report is complete) while college is in session.
7. The sub-standard leads shall adhere to the Accreditation Committee's timeline.

Timeline

The standard and sub-standard leads shall:

1. Receive an updated accreditation timeline at least monthly.
2. Ensure the submission of draft and final reports to the assigned receivers of the reports according to the accreditation timeline.
3. Complete the entire process by December 1, 2019 so Cerritos College can submit the final report to ACCJC by January 2020.
4. Remain available for needed revisions throughout the writing process.