



Guide to a Successful Accreditation Visit

Cerritos College will host a team of ten educators representing the Accrediting Commission for Community and Junior Colleges (ACCJC) from February 24 to 27. The purpose of the visit is to review the College's compliance with ACCJC standards. This will be a learning experience for both us and the visiting team. The visiting team will have scheduled meetings, for the most part, so you will likely know in advance if you will meet with them. Even if you are not scheduled to meet with the visiting team, you can still contribute. Review these tips to help facilitate a successful accreditation visit.

1. **How are we doing?** Very well! To prepare for the visit, the College drafted an institutional self-evaluation report (ISER). Results concluded that the College meets the ACCJC standards.

2. **Review sections of the ISER that are most relevant to your role at the college.** You should know how your committee, department, program, division, or office was described. You are not expected to read the entire ISER. Suggestion: use CTRL +F to keyword search the document for relevant sections.

You can read the report on the [Accreditation Website](#).

3. **If requested, collect additional or updated evidence** that relates to the standards relevant to your role at the College. Members of the visiting team may ask for additional or updated information to supplement what has been provided in the ISER.

4. **Introduce yourself** to members of the visiting team when you see them on campus. Remember: they are faculty members and administrators, just like many of you. Let them know your role at the college, and answer any questions they ask to the best of your knowledge.

5. **You don't need to memorize the mission statement**, and you don't need to know every answer. If you do not know the answer to a question, don't panic – it's not a pop quiz. Just offer to find someone who can answer the question. You can contact any of the following people to assist:

Julie Mun	x2223	jmun@cerritos.edu
Rick Miranda	x2228	rmiranda@cerritos.edu
Shawna Baskette	x2413	sbaskette@cerritos.edu
Michelle Lewellen	x2778	mlewellen@cerritos.edu
Chad Greene	x2826	cgreene@cerritos.edu

6. **Brag a little!** Tell the visiting team what you do to make Cerritos College exceptional. Please talk to the team about how you and your office, division, program, department, or committee contributes to providing a quality education for Cerritos College students.

7. **Refer to the Standards.** If a conversation with a visiting team member appears to be going off-topic, ask them, "Which accreditation standard is this related to?" If you need to reach out to people to help answer the question, let them know with which standard the visiting team member had concerns. This will help us to find the best information to answer the question.

8. **Attend the following events** related to the accreditation visit:

Tuesday, 2/25, 3:30 – 4:30pm	Campus Forum	FA-133
Wednesday, 2/26, 11:00am – 12:00pm	Campus Forum	FA-133
Thursday, 2/27, 1 – 2pm	Exit Report	FA-133

9. **What happens to a college that does not meet an accreditation standard?** If the evaluators find some institutional deficiencies, they may issue recommendations for improvement or compliance. The ACCJC will give the college up to two years to comply with the accreditation standards.

Meet the Visiting Team



Chair
Dr. Kathleen Rose
Superintendent/President
Gavilan College



Assistant
Ms. Sydney LaRose
Director, Research, Planning,
Institutional Effectiveness
Gavilan College



ACCJC Staff Liason
Stephanie Droker, Ed.D.
President Elect



Mr. Sam Aunai
Vice President, Educational Services
West Hills, College Coalinga



Ms. Stephanie Curry
Academic Senate President/Librarian
Reedley College



Dr. Denise Bailey
Associate Professor/Department Chair
Santiago Canyon College



Dr. Elizabeth Coria
Associate Vice Chancellor, Student Services
City College of San Francisco



Mr. Jacob Kevari
Dean of Institutional Effectiveness
Moreno Valley College



Ms. Russi Egan
Vice President, Administrative Services
Lake Tahoe Community College



Dr. James Patterson
Professor of English
Imperial Valley College



Ms. Jennifer Tejada
Professor, Communication Studies
Diablo Valley College