
Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3200 ACCREDITATION

References:

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard IV.B.1.i

1. Accreditation Standing Committee (ASC) will serve as a standing committee to the College Coordinating Council and be responsible for all aspects of the accreditation process. The primary purpose of the ASC is to guide and supervise the college's accreditation activities, including the following, among others:
 - a. Accreditation reports:
 - (1) Self-Evaluation Report
 - (2) Mid-Term Report
 - (3) Follow-Up Reports
 - (4) Substantive Changes Reports
 - (5) Annual Report
 - b. Education of the campus on the Accreditation Standards and the accreditation process.
 - c. Regular assessment of the College's compliance with the Accreditation Standards and Eligibility Requirements.
 - d. Recommendations to the College Coordinating Council regarding accreditation-related issues.
2. Composition of the ASC
 - a. The Accreditation Liaison Officer (ALO), who is appointed by by the Superintendent-President, and the Faculty Accreditation Coordinator (FAC) shall be the co-chairs.
 - b. The membership of the ASC shall be as follows:
 - (1) Four (4) faculty members, one to represent each Accreditation Standard, as designated by the Academic Senate,
 - (2) Academic Senate President or Designee,
 - (3) Four (4) Classified, one to represent each Accreditation Standard, as designated by the Classified Senate,
 - (4) Classified Senate President,
 - (5) Associated Students President,
 - (6) Four (4) students, appointed by Associated Students
 - (7) Four (4) Management representatives, one to represent each Accreditation Standard, as designated by the Management Association in collaboration with the College President
 - (8) Two (2) Executive Administrators appointed by the Superintendent-President.

- c. One (1) member of the Board of Trustees will be added to the ASC during the Self-Evaluation process to serve in an ex-officio capacity.
 - d. At the sole discretion of the ASC co-chairs, other members of the college community may be asked to serve as resource advisors to the ASC.
- 3. Accreditation Liaison Officer (ALO)
 - a. The ALO is appointed by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.
 - b. The ALO co-chairs the ASC with the FAC.
- 4. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study
 - a. For each accreditation standard, there shall be one Standard Committee, and possible sub-committees as deemed necessary by the ASC. Each Standards Committee will create Writing Groups as needed to complete the self-study tasks. Members of the Writing Groups will draft the section of the Self-Study relating to their standard. The Standards Committee will receive, review, and edit the drafts of the Writing Groups (as relevant) into a coherent, less redundant, and well-integrated document, and submit the revised document to the ASC for review. The ASC will inform the Standard Committees of the suggested revisions, and with the consultation of the Writing Groups, the Standard Committees will edit the document and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the Executive Committee. The Executive Committee shall have an opportunity to provide feedback and suggestions to the ASC. The ASC will consider all input but retains final Self-Study edit rights.
 - b. Standards Committees shall be created as follows:
 - (1) The faculty member and manager on the ASC will serve as co-chairs of the Standard Committee.
 - (2) The ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members of the Standard Committees. After reviewing the applications, the ASC will appoint members to serve on the Standard Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise. Depending on the nature of the Standard, the committee membership may not include members from each constituency group. The formation of any sub-committees will be at the discretion of the ASC and the co-chairs of the relevant Standard Committee, and members of sub-committees will be appointed by the ASC from the pool of applicants.
 - c. Once formed, the Standard Committees will:
 - (1) Create Writing Groups as needed;
 - (a) The co-chairs of each Standard Committee will request applications of interest to serve on the Writing Groups. Standards Committee Chairs will openly recruit members to their committee, including visiting with shared governance groups and providing an overview of the commitment and skill set required to participate on a Writing Group. Placement on a Writing Group will be guided by the applicants' areas of expertise. Depending on the nature of the Standard, the writing group membership may not include members from each constituency group.
 - (b) The Co-Chairs of the Standard Committee will select a leader for each writing group. The Writing Group leader is responsible for scheduling, convening and chairing the meetings, and coordinating the work of the Writing Group with the Faculty Accreditation Coordinator.
 - (2) Provide regular monthly reports and updates to the ASC as requested;
 - (3) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC.

- (4) Each Standard Committee or Writing Group may call upon resource people to provide information needed for its work.
- 5. Faculty Accreditation Coordinator
 - a. The primary duties of the Faculty Accreditation Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report, and assist in the preparation of any annual, follow-up, midterm, or other reports required by the commission.
 - b. The FAC will be appointed by the Academic Senate in consultation with the college Superintendent/President.
 - c. In the semester prior to when the Self-Study is due, the FAC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved report to the College Council for its approval, and, after the Board has received a copy, submit the report in that term.
 - d. The FAC and ALO will lead the campus as it moves through the Site Visit. The FAC and ALO will create an executive summary of the report for all faculty, staff, managers, and the Board of Trustees in preparation for that visit.
- 6. Annual, Midterm, Follow-up, and Other Accreditation Reports
 - a. Preparation of the Midterm Accreditation Report, any required Annual or Follow-up Reports, and any other reports shall be the responsibility of the ALO and FAC in consultation with appropriate college faculty and staff, and the College Council.
 - b. Review Process
 - (1) The ALO and FAC oversee the production of a draft of each necessary report and submit it to the ASC for review and comment.
 - (2) ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports.
 - (3) When the ASC approves the report, the ALO submits it through the College Council to the college Superintendent/President, who, after review, will submit a copy to the Board of Trustees to ensure the Board has received the report before its submission.
 - c. The ALO is responsible for the timely submission of all Annual, Midterm, Follow-Up, and any other Accreditation reports.
- 7. The Board of Trustees will be informed by the ALO in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Revised:

(Replaces current PCC Procedure 2120.10)