



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Process for Institutional Accreditation

Policy No. 2120

Legal Authority: Title 5 Section 51016; Accreditation Std IV. B.1.i;

Accreditation Eligibility Requirement 21

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It is the Policy of the Pasadena Area Community College District to meet and, where feasible, exceed the accreditation Standards established by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. To that end, the College, through the consultation process, has established procedures to maximize the effectiveness of the accreditation process, and to promote the participation of the campus community in that process.

The Superintendent/President shall establish procedures to ensure that the process for Institutional Accreditation is in compliance with the Accreditation Standards as set forth by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges and this Policy.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 2120**

Title: Process for Institutional Accreditation

**Procedure No. 2120.10
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1. Accreditation Steering Committee (ASC)
 - a. The College Council Planning and Priorities Standing Committee shall serve as the ASC.
 - b. The primary purpose of the ASC is to guide and supervise the college's accreditation activities.
 - c. The co-chairs of the ASC shall be the Accreditation Liaison Officer (ALO) and the Faculty Self-Study Coordinator.
 - d. The membership of the ASC shall be in accordance with the membership of the College Council Planning and Priorities Standing Committee.
 - e. One member of the Board of Trustees will be added to the ASC during the self-study process.
 - f. Other members of the college community may be asked to serve as resource advisors to the ASC during the self-study process.
 - g. One ASC member will serve on each of the Standards Committees and Writing Groups and serve as a liaison between the Standards Committees and Writing Groups.
2. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study
 - a. For each accreditation standard, there shall be one Standards Committee. 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 their revision to the ASC. The ASC will inform the Writing Groups regarding the revisions and the Writing Groups will have the opportunity to review the Standards Committee editing and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the President's Cabinet. The Cabinet 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 ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members and/or chairs of the Standards Committees. After reviewing the applications, the ASC will appoint a chair or co-chairs for each Standard Committee and members to serve on the Standards Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise.
 - (2) Each Chair or Co-Chair will then request applications of interest to serve on the Writing Groups. Standards Committee Chairs will also 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.

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- (3) In forming the Writing Groups, the chair or co-chairs should include:
 - (a) At least one member from each of the following campus groups: Classified, Students and Management.
 - (b) Where possible, at least three members of the committee should come from the ranks of faculty.
 - (c) Additional members with substantive expertise in the applicable Standard may be recruited from the most closely related divisions and offices at the college.
 - c. Once formed, the Standards Committee will:
 - (1) Create Writing Groups as needed.
 - (2) The Chair or Co-Chairs of the Standards 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 Self-Study Coordinator.
 - (3) Provide regular monthly reports and updates to the ASC as requested
 - (4) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC. .
 - d. Each Standards Committee or Writing Group may call upon resource people to provide information needed for its work.
 - 3. Accreditation Self-Study Coordinator
 - a. The primary duties of the Accreditation Self-Study 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, or midterm reports required by the commission.
 - b. The Self-Study Coordinator will be appointed by the Academic Senate in consultation with the college Superintendent/President.
 - c. In the Fall semester two years before the Self-Study is due, the Self-Study Coordinator (SSC) will be appointed and begin training for the position by attending conferences, meeting with the previous SSC, and developing training for the writers of the Self-Study. During the following spring, the SSC will convene and form the required subcommittees, including the selection of the Chairs of those subcommittees as explained in 2b above.
 - d. In the summer and fall one year before the Self-Study is due, the Self-Study Coordinator will receive regular monthly reports from the subcommittee chairs on their progress in writing and researching their section(s). In the following Spring, the SSC will receive final drafts from each subcommittee
 - e. In the fall when the Self-Study is due, the SSC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved policy to the Planning and Priorities Committee for its approval, and, after the Board has received a copy, submit the report in December of that term.
 - f. In the spring, the SSC will lead the campus as it moves through the Site Visit. He/she will create an executive summary of the report for all faculty, staff, and managers in preparation for that visit.
 - 4. Annual, Midterm and Follow-up Accreditation Reports
 - a. Preparation of the Midterm Accreditation Report and any required Annual or Follow-up Reports shall be the responsibility of the ALO and Self-Study Coordinator, in consultation with appropriate college staff and the College Council Planning and Priorities Standing Committee.

- b. Review Process
 - (1) The ALO and SSC 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 ALO, SSC and the ASC have consensus that the Report adequately represents the College's progress on the applicable accreditation team recommendations, 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 submittal of all Midterm and Follow-up Accreditation reports.
5. Accreditation Liaison Officer (ALO)
- a. The ALO is appointed from the faculty or administration 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 self-study coordinator.
6. The Board of Trustees will be informed by the ALO or SSC 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.