

Accreditation Committee Report to Crafton Council December 2010

Submitted by: Cheryl A. Marshall and Ralph Rabago, Co-Chairs

Overview

The Accreditation Committee is a new group and began meeting monthly in August 2010. The committee is responsible for overseeing the accreditation process at CHC and monitoring the progress on the standards and reporting. Overall, attendance has been good with strong participation from members who come to meetings.

Progress

- Members reviewed the committee charges and through discussion arrived at a basic understanding of their assignments.
- A Draft Time Line for committee work and reports was prepared and discussed with the following targets set:
 - Training for committee members – Fall 2010, Spring and Fall 2011
 - Implement selection process for report writer – Dec 2010 through February 2011
 - Determine report structure and outline based on Commission decision and select members for standards as needed – Feb 2011
 - Draft report – Summer 2011
 - Campus review – Aug through September 2011
 - District review – Sept 2011
 - Submit report to ACCJC – October 2011
- Consensus was reached on seeking an internal writer as opposed to using an outside consultant. The following process was agreed to:
 - A subcommittee will be formed with members of the committee who volunteer; if all areas of the college are not represented, the VPs of Student Services and Administrative Services or their designees will be invited to serve on the subcommittee.
 - The “opening” will be announced campus wide.
 - The subcommittee will consider the following minimum qualifications:
 - Written communication – ability to prepare, edit and finalize lengthy documents
 - Oral communication – ability to present key ideas and listen to feedback
 - Demonstrated initiative and ability to follow through on assignments in a timely manner
 - Analytical skills for critical review of evidence and written documents
 - Interpersonal skills – ability to work effectively with the campus community
 - Interested persons will need to submit samples of written work.
 - The subcommittee will meet before the end of the year to flesh out the selection process and make preparations for its work in January.
 - Recommendations (names) will be forwarded to the President for final selection.
- As part of the committee’s training, campus members who have participated on visiting teams were invited to share their experiences. Gloria Harrison, Gary Williams, and Charlie Ng provided valuable information and advice to the committee.
- Jodi Hanley and Cheryl Marshall have volunteered to serve on visiting teams in the future.

- Several agendas have covered the need to institutionalize the accreditation process including the following ideas:
 - Establish simple evidence collection methods and a central location on the web with links to relevant sites
 - Offer Brown Bag and Roundtable discussions
 - Provide opportunities for engagement in activities
 - Learn to view standards as best practices particularly in terms of reflection, dialogue, and continuous improvement
 - Educate the campus about accreditation being a 6-year cycle with activities occurring all the time – avoid a huge burden all at once
 - Focus on the “how”
 - Define acceptable processes and evidence
 - Tell how to collect evidence
 - Let people know what they are already doing that fits the paradigm
 - Invite others to join visiting teams