## 2015 ACCREDITATION Principal Authors/Writers

**Responsibilities:**

The primary responsibility of the Principal Editor/Authors/Writers is to author, synthesize, edit, review, revise and finalize Berkeley City College's 2015 comprehensive Self-Evaluation of Educational Quality and Institutional Effectiveness for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) by January 2015.

These responsibilities include:

A.  The College Principal Author/Editor (with the support of Co-ALOs, Accreditation Steering Committee, Standard co-Chairs):

   (1)  provides a single voice for narrative written by principal writers and other contributors for Standards and Sub-Standards;
   (2)  confirms consistency of information, layout, style, etc.;
   (3)  adheres to ACCJC's style and manuscript standards:
   (4)  verifies the validity and reliability of information included in the Self-Evaluation;
   (5)  ensures that all necessary supporting evidence (with the assistance of the Co-ALOs) is in place and appropriately linked to statements in the Self-Evaluation; and
   (6)  ensures the completeness of the Self-Evaluation, required supporting evidence, and all other related information online and/or on paper.

B.  Sub-Standard and Standard Principal Writers:

   (1)  Provide a single voice for the narrative response to the assigned Standard/Sub-standards;
   (2)  Collect, synthesize, edit, and finalize written material in a timely fashion;
   (3)  Submit edited/revised/final written materials for the assigned standard to the College Principal Author/Editor
   (4)  Assure that all relevant information from all sources is included (e.g., SLOs, Annual Program Updates [APU], Unit Plans, Surveys, and summary of discussion/ recommendations made during the Standard and Sub-standard team meetings);
   (5)  Confirm consistency of information, layout, style, etc.;
   (6)  Adhere to ACCJC's style and manuscript standards;
   (7)  Verify the validity and reliability of information included in the written materials/narrative; and
   (8)  Ensure all necessary supporting evidence is in place and appropriately linked to statements indicated in the Self-Evaluation.

C.  The Authors/Editor/Writers should be available from October 1, 2013 – March 15, 2015 (or until report is complete) while college is in session.

D.  The Authors/Editor/Writers should adhere to the Accreditation Steering Committee's timeline.

**Timeline**

The Authors/Editor/Writers will:

A.  Receive a BCC updated Accreditation Timeline at least monthly and in a timely fashion;
B.  Receive drafts of the written sections and review to ensure that the written sections incorporate essential information, e.g., SLOs, Annual Program Updates (APU), Unit Plans, Surveys, and summary of discussion/recommendations made during Sub-standard team meetings;
C.  Compose, present, revise/edit and finalize reports according to the BCC Accreditation Timeline and submit them to the assigned receivers of the reports;
D.  Deposit reports-in-progress for college-wide review into the BCC Accreditation Drop Box;
E.  Complete the final report and submit to the Accreditation Steering Committee by October/December 2014; and
F.  Remain available for revisions throughout the writing process.

The final ACCJC Self-Evaluation Report is due to ACCJC in January, 2015

Minimum Qualifications: The applicant must be a current full-time or part-time faculty, administrator, or classified staff member.

Desired Qualifications:
- Demonstrates experience with research manuscripts and bibliographies.
- Demonstrates experience synthesizing multiple voices to produce a manuscript with one voice that does not distort facts or perspectives.
- Ability to use an active voice.
- Ability to read for the "big picture" and themes, as well as the ability to check for detail and inconsistencies.

Selection Process:
- Through volunteering and/or nomination, reviewed by Accreditation Steering Committee and appointed by the College President.