



Berkeley City College
2050 Center Street
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2015 ACCREDITATION SELF-EVALUATION CO-CHAIRS Standards and Sub-standards

Role and Responsibilities

Role

The primary responsibility of the Accreditation Co-Chairs in each Standard and Sub-Standard is to work collaboratively with BCC Co-Accreditation Liaison Officers (ALOs), Principal Writers, and Team Members in the planning, development, and completion of a comprehensive Self-Evaluation of Educational Quality and Institutional Effectiveness by October/November 2014. This includes assembling supporting evidence in order to meet the requirements of all AACJC Standards and Eligibility Requirements.

Responsibilities

Standard and Sub-Standard Co-Chairs:

1. Attend BCC Accreditation joint meetings as scheduled and coordinate with the ALOs in the preparation of Standard and/or Sub-Standard meeting agendas.
2. Review and synthesize research and communicate information on AACJC Accreditation Standards and Eligibility Requirements as needed.
3. Coordinate with the Co-ALOs and steering committee to:
 - (a) assure a comprehensive membership in the assigned Standards and/or Sub-Standards so that there is representation from all constituency groups and the community served (as appropriate);
 - (b) schedule and conduct meetings for the assigned Standards and/or Sub-Standards, prepare and distribute meeting agendas in advance by working with Co-ALOs, Principal Writers, and all members as necessary;
 - (c) follow the Self -Evaluation Guide (http://www.accjc.org/wp-content/uploads/2013/08/Manual_for_Institutional_Self_Evaluation_2013.pdf) and the Guide to Evaluating Institutions (http://www.accjc.org/wp-content/uploads/2013/08/Guide_to_Evaluating_Institutions_2013.pdf) and address all questions included in the Guides as applicable to the assigned Standards and Sub-Standards;

- (d) collect related information from all sources for the preparation of the report, identifying necessary evidence to support statements included in the Self-Evaluation;
- (e) ensure that materials from the District Office and/or District-wide committees are received for all areas requiring college/district coordination and collaboration; and
- (f) present the draft and final reports to the College's Shared Governance Committees, town hall and other meetings as scheduled.

4. Lead the team members and support the Principal Writer to achieve the following :

- (a) provide a single voice for the report for the assigned Standard and/or Sub-Standards;
- (b) collect necessary "evidence" from all related sources, e.g., SLOs, Annual Program Updates (APU), Unit Plans, Surveys, and summary of discussion/recommendations made during Standard/Sub-standard team meetings and draft narrative addressing assigned Standards and Sub-Standards;
- (c) collect, synthesize, draft, edit, and finalize written material according to the timeline and in a timely fashion;
- (d) ensure submission in a timely manner of edited/revised/final written materials for the assigned standard to the College Principal Author/Editor according to the college accreditation timeline;
- (e) confirm consistency of information, layout, style, etc., and adhere to ACCJC's style and manuscript standards;
- (f) verify the validity and reliability of information included in the writing, and ensure all necessary supporting evidence is in place and appropriately linked to statements indicated in the Self-Evaluation study; and
- (g) ensure the submission of the reports to the Standard Principal Writers.

5. The Co-Chairs should be available from October 1, 2013 – March 15, 2015 (or until report is complete) while college is in session.

6. The Co-Chairs should adhere to the Accreditation Committee's timeline.

Timeline

The Co-Chairs will:

- a. Receive an updated Accreditation Timeline at least monthly and in a timely fashion;
- b. Ensure the submission of draft and final reports to the assigned receivers of the reports according to the BCC Accreditation Timeline;
- c. Complete the entire process by October/December, 2014 so that BCC can submit the final report to ACCJC by January, 2015;
- d. Remain available for needed revisions throughout the writing process; and