

SHASTA COLLEGE



Updated Fall 2016

Accreditation Steering Committee Membership

- **Twelve (12) Members:**
 - VP of Instruction/Liaison Officer

 - 4 Managers
 - Instruction
 - Student Services
 - Administrative Services
 - At-large representative

 - 3 Faculty

 - 3 Classified/Confidential

 - 1 Student

Note: The two Co-Chairs –Accreditation Liaison Officer plus one faculty member who will be elected from the above group of faculty.

1. Scope and Function:

The Accreditation Steering Committee (Committee from now on) is a sub-committee of the College Council (Council from now on) and was established in accordance with the College's 2009-2012 Strategic Plan. The Council is responsible for setting the composition of the Committee.

The Committee will act as the primary oversight and planning committee for accreditation purposes, studies, reports, and issues. The charge of the Committee as set forth by the Council is to:

- Review the College's progress in meeting accreditation standards and recommendations.
- Report its findings to the Council, and to the Board if needed.
- Organize, direct, and review the College self-study processes and reports.
- Recommend participants for self-study committees.
- Define self-study committee roles, responsibilities and expectations.
- Review and be familiar with previous college accreditation reports, ACCJC standards, and college planning documents, i.e. Strategic Plan, Program Review, etc.

2. Working Principles:

- Keep student welfare and success foremost. Student participation will be encouraged when appropriate.
- Promote participation by all members of the campus community and the community at large.
 - a. Provide the community with an avenue for both accessing information and providing input regarding accreditation issues, plans, and reports.
 - b. Inform the campus community about the accreditation processes and ACCJC requirements, expectations, and timelines.
 - c. Provide opportunities for maximizing dialogue and input from the campus community about critical issues.
- Ensure that recommendations and reports are evidence-based (data-driven, realistic, and feasible), thus meeting accreditation standards and expectations.
- Develop and maintain a system that is transparent, timely, and objective.
- Ensure each sub-committee of self-study committee understands its role, responsibilities, and College expectations.

3. Meetings:

Meeting times and dates for the academic year will be established during the first meeting of the fall semester. Additional meetings will be called by the Co-Chairs or the Superintendent/President as needed.

4. Agenda:

Items for the agenda are to be directed to the Co-Chairs for consideration.

5. Selection of Members:

In spring of each academic year, the Co-Chairs will announce the membership vacancies and give them to the appropriate constituency group for final appointment.

- Management and Confidential Classified members will be appointed by the Superintendent/President.
- Academic Senate will appoint faculty members after consultation with the Superintendent/President or designee.
- CSEA will appoint classified members as per their collective bargaining agreement.
- Student Senate will appoint their student member after consultation with the Superintendent/President or designee.

6. Term Lengths:

Term lengths will be six years, except for members whose membership is contingent on their positions (administrators, liaisons, and students). The terms will be staggered so all members do not change at one time. A member may be reappointed by his/her constituency group. New members will be appointed in the early spring of each year and will begin their term with the first Council meeting in the fall.

7. Member Responsibilities:

- All members will be responsible for making regular reports to their constituency groups.
- Attend all meetings, arrive on time, and participate in committee activities and trainings.
- Review reference materials and college reports, as assigned, before the meeting.
- Any member unable to attend a meeting should notify one of the Co-Chairs.

8. Election and Term Length of Faculty Co-Chair:

The Faculty Co-Chair will be elected by the Committee for a three-year term. The election will take place in spring for the following fall semester. Current Committee members will participate in the election. A special election may take place due to extenuating circumstances or unanticipated vacancy.

9. Role of the Accreditation Liaison Officer

- See Appendix A (ACCJC Policy)

10. Responsibilities of Co-Chairs Include:

- Prepare the agendas.
- Chair Committee meetings.
- Bring appropriate topics to the attention of the Committee from information provided chiefly by the administrative areas of the College and the ACCJC.
- Ensure that the Committee business is communicated to the College Council in a timely manner.
- Attend or send a representative to make a brief report at Board and College Council meetings as needed.
- Identify the membership vacancies, then provide those to the appropriate constituency groups for appointments in the spring of each year.

11. Conducting Business:

- All meetings will be open to any interested member of the College community.
- A quorum of the meetings of the Committee shall consist of half the number of members plus one.
- A simple majority of the membership of the Committee must be present to make formal recommendations that will be forwarded on to another person or committee.
- Action items will be introduced twice whenever possible; first for information and publication, and a second time for discussion and action.
- When an agenda item is introduced for action, after appropriate discussion, recommendations will be made and decided by a simple majority of the members.

- Relevant material to be considered for action will be provided to each Committee member 72 hours prior to a meeting whenever possible.

12. *Committee Evaluation Process:*

- The Committee will produce report on an as-needed basis to College Council.
- The Committee will be responsible for initiating and organizing a review and self assessment of its processes and procedures after the self-study report is completed.

13. *Committee Bylaws:*

- Bylaws will be evaluated as determined necessary by the Committee.
- Bylaws may be changed by a simple majority vote of Committee members.
- A simple majority of the members present may suspend a bylaw for the purpose of a single topic and/or meeting.