RESPONSIBILITIES OF ACCREDITATION COMMITTEES

GOALS AND OBJECTIVES COMMITTEE

1A The Institution is guided by clearly stated general goals and specific objectives which are consistent with the historical and legal mission of the public community college, or in the case of the independent institutions, are appropriate to the usual functions of postsecondary education.

1B The statement of goals and objectives defines the degree of comprehensiveness of the institution and its distinctive nature.

1C The goals and objectives are re-examined periodically with participation by all segments of the institution.

EDUCATIONAL PROGRAMS COMMITTEE

2A The educational program is clearly related to the objectives of the institution. This relationship between objectives and program is demonstrated in the policies of admission, content of curricula, requirements for graduation, and institutional methods and procedures.

2B Educational evaluation and planning is systematic, involves representatives of all appropriate segments of the institution, and provides the basis for planning the use of human, financial, and physical resources.

2C The principal institutional focus is a commitment to learning, including its evaluation and continuous improvement.

2D Through catalogs, bulletins, handouts, and other publications, students and the public are provided with clear, accurate, and helpful information about programs, course offerings, and alternatives available to assist them in attaining their personal educational goals and meeting institutional requirements.

2E Evaluation of student learning or achievement and awarding of credit are based upon clearly stated and distinguishable criteria.

2F Off-campus educational programs and courses are integral parts of the institution. Their goals and objectives must be consonant with those of the institution. The institution maintains quality control of these programs and provides appropriate resources to maintain quality. Non-campus based institutions will demonstrate satisfactory quality control systems.

2G An accredited institution entering into any contractual relationship for credit programs or courses with persons or non-accredited organizations, ensures that the educational and fiscal responsibility and control remain with and are exercised by the accredited institution.

2H Non-credit courses and programs, whether offered on or off-campus, are integral to the educational mission of the institution and are characterized by an equivalent quality of planning, instruction, and evaluation to that in credit programs.

INSTITUTIONAL STAFF COMMITTEE

3A The staff is qualified by training and experience to achieve and promote the educational objectives of the institution.

3B The faculty is committed to achieving and sustaining high levels of instruction, and may provide special campus and public services in the community served by the institution.
3C The staff is sufficient in number and diversity of preparation to provide effective instruction and support services, while participating in educational planning and policy-making, curriculum development, and institutional governance.

3D Institutional policy regarding the safeguarding of academic freedom and responsibility is clearly stated and readily available.

3E Personnel policies and procedures affecting staff are clear, equitable and available for information and review.

STUDENT SERVICES COMMITTEE

4A Student services are provided to enhance educational opportunities and to meet special needs of students.

4B Administrators, counselors, and support staff have the qualifications to provide effective services.

COMMUNITY SERVICES COMMITTEE

5A Institutional policies and procedures encourage use of college facilities by the public.

5B Community service courses are integral parts of the college educational program, intended to serve people who are not reached by the credit courses.

5C A varied program of cultural activities is provided to the community, both by college and community based groups.

5D Special programs and services are designed to reach senior, ethnic, youth and other kindred-interest groups within the community.

5E Budget, staffing, and placement in the organizational structure demonstrate recognition of community services as an institutional objective.

5F Community liaison is developed and maintained through community surveys, public information materials, and other appropriate methods.

LEARNING RESOURCES COMMITTEE

6A All learning resources (print and on-print library materials, media equipment, facilities and staff) are sufficient in quantity, depth, diversity, and currentness to support all of the institution's educational offerings at appropriate levels.

6B There is an organized procedure for the selection and evaluation of learning resource materials.

6C Learning resources are readily available and used by staff and students both on and off-campus.

6D A professional staff with pertinent expertise is available to assist users of learning resources.
PHYSICAL RESOURCES

7A Physical resources, particularly instructional facilities, both on and off campus, are designed, maintained, and managed so that the institution can fulfill its goals and objectives.

7B Equipment necessary for the educational program and services is furnished and maintained.

7C Comprehensive planning for development and use of physical resources is based on educational planning.

FINANCIAL RESOURCES

8A Financial resources are sufficient to support institutional objectives, maintain the quality of its programs and services, and serve the number of students enrolled.

8B Financial planning is based on educational planning.

8C Business management of the institution exhibits sound budgeting and control, and proper records, reporting, and auditing.

GOVERNANCE AND ADMINISTRATION

9A The board establishes broad policies to guide the institution, selects an effective chief executive officer and administration, approves educational programs and services, secures adequate financial resources and ensures fiscal integrity, and exercises responsibility for the quality of the institution through an organized system of institutional planning and evaluation. The board is entrusted with the institution's assets, with upholding its educational mission and program, with ensuring compliance with laws and regulations, and with providing stability and continuity to the institution.

9B A primary function of administration is to provide leadership that makes possible an effective teaching and learning environment for achievement of the institution's stated purposes.

9C The role of faculty in institutional governance is clearly defined.

9D The role of support staff (nonfaculty status) and of students in institutional governance is clearly defined.

DISTRICT OR SYSTEM RELATIONSHIPS

10A The system has an official set of objectives, policies which define system-college relationships, and an organizational plan which establishes lines of authority and allocates responsibilities.

10B The system has communication methods, both internal and external, which provides for the flow of information in a timely and efficient manner.

10C The system has an organized process for coordinating program development and evaluation, facilities planning, and budget development and administration.

10D The system develops and publishes appropriate policies and agreements governing employment, compensation and benefits, working conditions, staff evaluation, and staff transfer and reassignment. (See ACCJC policy on "Accreditation and Collective Bargaining.")