Guidelines for Accreditation

1. Guidelines established by the Junior College Accrediting Commission of the Western Association of Schools and Colleges will be observed.

2. In organizing for the accreditation self study a steering committee will be established. This committee will be charged with responsibility for:

a. generally, coordinating the self study process;

b. appointing the chairpersons/conveners and members of the subject area committees;

c. reviewing the self study reports developed by the subject area committees and compiling these reports into a comprehensive institutional self study. (The committee may appoint an editor to assist with this process.)

d. providing for review of the draft of the comprehensive self study by other campus agencies and program staff affected and the opportunity for these groups to submit additional clarifying information and/or responses to the conclusions drawn.

3. The accreditation steering committee will be comprised of the following individuals:

a. the executive committee of the faculty senate;

b. the President of the Associated Students, LCC and one other student designated by the President;

c. the Chairperson of the LCC Clerical Council;

d. the Dean of Instruction, Director of Administrative Services, Director of Student Services, and Director of Special Programs and Community Services;

e. the Unit 1 union steward.

The College's institutional liaison person for accreditation will serve as chairperson of this group.

4. In addition to the steering committee, 10 subject area committees will be established. Members and chairpersons of these committees will be appointed by the steering committee. Faculty, staff and students will be provided an opportunity to volunteer for these committees, and campus groups will be provided an opportunity to recommend students and staff for membership on these committees.
5. These subject area committees will be charged with responsibility for:

   a. identifying data required to make an assessment of the subject areas assigned;

   b. reviewing data provided by the College administration and support staff; validating information as appropriate;

   c. assessing the program area, using the data provided, and as appropriate conducting "hearings" open to students and staff as appropriate;

   d. writing up in draft form the results of their assessment including identification of problem areas and possible remedial action which can be taken; and reviewing/verifying the final report. (Note: a faculty member will be appointed to edit the complete self study.)

   e. meeting with staff of the program area being assessed and accrediting review teams as appropriate to confirm and explain the conclusions reached.

6. A faculty or staff person will be appointed by the steering committee to edit the final report, subject to review and correction of copy by the subject area committees. This is being done to insure consistency in style and readability.

7. Administrative and support staff will be charged with responsibility for generating data needed by the subject area committees.

8. Upon completion of the final combined draft of the subject area committees, the draft will be reviewed by the steering committee for errors of fact with corrections made as appropriate.

9. Upon completion of the final report, copies will be made available to the various representative groups and (faculty senate, ASLCC, administrative staff, and individual staff members for review and response. Responses will be appended to the final report and submitted to the accreditation team.

10. The steering committee will compile responses and the final report and forward this to the Provost for submittal to the Accrediting Commission.
11. The problem areas and recommendation for resolving identified problems will be forwarded to the administrative head of the unit affected and these needs must be addressed by the administrator and incorporated in the program targets for the unit for the next biennium. These administrators will thus be charged with responsibility for addressing the deficiencies. Latitude will be provided in developing a timetable for resolution.

Approved:

Melvyn K. Sakaguchi, Provost

MAR 29, 1963

Date