



## Memorandum

**To:** 2015 Accreditation Self Evaluation Subcommittee Chairs  
**From:** Dena Maloney, Superintendent/President  
Eric Berube, Coordinator of Institutional Assessment, Research, and Planning  
**Date:** January 11, 2013  
**Subject:** Accreditation Background Information and Formation of Subcommittees

This memo lists the activities that the Accreditation Subcommittees must achieve by the end of the spring 2013 semester so we can stay on schedule for our fall 2015 accreditation self evaluation. A detailed timeline of activities for the spring 2013 semester will be distributed to the subcommittee chairs at the next Governance Council meeting on February 8, 2013. In fall 2013, we will begin work on the self evaluation report.

- (1) Review the materials. On the enclosed CD, there are several folders containing one or more documents. Subcommittee Chairs will need to review the relevant documents so they are familiar with the task and to be able to communicate that information to their subcommittee. Not every document needs to be reviewed by every Subcommittee Chair. Please see the CD contents list below for specific materials to review.
- (2) Select subcommittee members. After reviewing the materials, please submit a "wish list" to Debi Wooley of people who you think would be appropriate for your subcommittee. An ideal size for your subcommittee depends on the size and complexity of the standard being addressed, but generally there will be from five to ten people on each subcommittee. Be sure to consider faculty, administrators, managers, and classified staff when developing your list.
- (3) Meet with your subcommittee to discuss expectations and timeline. After the subcommittees are formed, each subcommittee should meet to discuss what is expected of them, each member's responsibilities, review the timeline, and to determine how often and when they will meet as a group.
- (4) Submit a list of any special obstacles you anticipate or resources you might need. Two items of discussion for each subcommittee should be anticipated obstacles and required resources. If you foresee any obstacles at this time or at any time, please share them with the Steering Committee so that we can quickly resolve any issues. Also, if you need any resources such as data from Institutional Research, technology assistance or anything else, let Debi Wooley know right away.

Two other issues that we will determine within the next few weeks are:

- (1) Set monthly meeting for Steering Committee – TBD by Subcommittee Chairs.
- (2) Determine the budget for Accreditation including food.

The contents of the CD are listed below along with a brief description of what each Subcommittee Chair should read.

**“2009 Self evaluation Report” Folder**

- 2009 Accreditation Self Evaluation Report

Read relevant section that pertains to your standard or your portion of a standard. This should give you an idea of what needs to be done for this self evaluation report.

**“Distance Learning” Folder**

- Guide to Evaluating Distance Education and Correspondence Education

**“Financial” Folder**

- Auditor’s Opinion Matrix 2011
- Cover Memo Institutional Fiscal Data and Updated Requirements for Evidentiary Docs, October 2011
- Required Evidentiary Documents for Financial Review
- Schedule of Financial Trends and Analysis Sample

**“Governing Board” Folder**

- Guide to Accreditation for Governing Boards 2012

**“Overview” Folder**

- ACCJC News Special Edition, February 2011
- Everyone should begin by reading this document.

**“SLO’s” Folder**

- Accreditation Standards Annotated for Continuous Quality Improvement and SLOs (Edited November 2012)
- Cover Memo for ACCJC Rubric for Evaluating Institutional Effectiveness

**“The Guide” Folder**

- Guide to Evaluating Institutions, August 2012
- Everyone should read pages 1-11 of this document.

**“The Standards” Folder**

- Accreditation Reference Handbook, July 2012
- Each subcommittee chair should review the relevant standard or portion of a standard.

Now that we have been on warning and have been taken off of warning, I want to put out the best product as possible to prevent any sanctions in the future. By starting a semester earlier than normal, we will reduce our workload each semester and be able to focus on producing a comprehensive, well thought out and presented report.

If you have any questions at any time, please feel free to call me or drop by my office so we can get together and resolve any problems.

Thanks,

Eric Berube  
Accreditation Liaison Officer/Research Coordinator