

Self Evaluation Team Faculty Co-Chair

Spring 2017 .400 reassigned time

Fall 2017 .400 reassigned time

Spring 2018 .400 reassigned time

Characteristics and Job Description

- The co-chair must possess an understanding of the Accrediting Commission for Community and Junior Colleges (ACCJC) Standards.
- The co-chair must possess excellent verbal and written communication skills.

The faculty co-chair will:

- Write regular progress reports for the Accreditation and Institutional Quality Committee (AIQ).
- Adhere to the AIQ timeline for research and writing.
- Organize the research and writing process.
- Develop timeline for standards work groups to research and write their sections.
- Meet regularly with the AIQ co-chairs to update progress of the Self Evaluation project.
- Serve as an ad hoc member of AIQ.
- Upon request, attend meetings of college groups such as the Academic Senate and College Council.
- Co-chair a regular meeting with all co-chairs of the 4 standards to update progress.
- Participate in training.
- Supervise collection of evidence.
- Coordinate survey process with AIQ.
- Facilitate the writing of the Self Evaluation.
- Serve as a resource for the standards groups.
 - Guide standards co-chairs in evidence collection process.
 - Guide standards co-chairs in writing their sections.
- Work with the AIQ and the faculty editor to develop the format and prepare the report.
- Give input on the Quality Focused Essay (QFE) to the AIQ Faculty Co-Chair.