

## SOLANO COMMUNITY COLLEGE DISTRICT

### ACCREDITATION

2070

### PROCEDURES

The Superintendent-President shall approve the application to all organizations that accredit Solano Community College programs and shall notify the Governing Board of these approved accrediting organizations.

#### Funding for Accreditation

The year prior to any accrediting visitation and report preparation, the Vice President of Academic Affairs shall notify the Vice President of Finance and Administration of the upcoming accreditation so that budget allocations may be requested in a timely fashion within regular budget procedures.

The Vice President of Academic Affairs shall provide estimates, including fees required by the accrediting agency, and travel expenses of the Accreditation Team. Payments will be made following standard College fiscal procedures.

#### Administrative Supervision of the Process

The Vice President of Academic Affairs/Accreditation Liaison Office (ALO) shall report regularly to the Superintendent-President, other Vice-Presidents, Deans, and the Academic Senate regarding all progress associated with the accreditation process, including the following items: the status of the application for accreditation; the date, time, and duration of the Team Visit; and the number of Team members.

No later than one year prior to the Self-Study submission deadline, the Vice President of Academic Affairs/ALO, the Academic Senate President, and other college leadership as necessary, shall submit the plan for the Self-Study process, including timelines, tasks, responsibilities, organization, and structure. Determination and assignment of faculty roles and assignments shall rely primarily on the Academic Senate per Board Policy 2005 and Title 5, section 53200. The submitted plan shall include submission deadlines wherein the draft accreditation self-study is reviewed in a timely fashion by all College constituent groups, to include the Academic Senate, the College Governance Council, and the Solano Community College Governing Board. Submission deadlines shall account for a timely and thorough review of the draft self-study, and shall accommodate for posted meeting schedules and, where appropriate, compliance with the Brown Act, as well as the calendar for the academic year to assure full faculty engagement in the process.

At least three months prior to the submission deadline, a draft of the Accreditation Self-Study shall be reviewed by the College constituent groups.

At least one month prior to the submission deadline, a final draft of the Accreditation Report shall be reviewed by the School Deans, Vice President of Academic Affairs/ALO, and Superintendent-President. The final document shall also be reviewed and approved by the Academic Senate and

College Governance Council, in consultation through representation with the Solano College Faculty Association; California Schools Employees Association (CSEA), Chapter 211; Operating Engineers, Local 39; and the Associated Students of Solano College (ASCC). Final approval is by the Governing Board.

Meetings between Accreditation Team members and College officials shall be arranged by the Vice President of Academic Affairs/ALO as required by the accrediting agency, and with approval of the Superintendent-President.

The following designees shall sign the self-study to authorize its submission to the accrediting agency: Governing Board President; Superintendent-President; Vice President of Academic Affairs/ALO; President of the Academic Senate; President of the Solano College Faculty Association; President of CSEA, Chapter 211; and, President of the Operating Engineers, Local 39.

#### Recommendations of the Accreditation Team

Upon receipt of the Accreditation Team Report, the Superintendent-President shall submit a copy of the Accreditation Team Report to the Vice President of Academic Affairs/ALO and the Trustees. Copies of the report shall also be provided to the Academic Senate, Accreditation Coordinators or Steering Committee, College Governance Council, Deans, Vice-Presidents, and members of the Governing Board. The Team Reports shall be published on the Accreditation Page of the Solano Community College web site.

The Vice President of Academic Affairs/ALO shall oversee the preparation of and submit a report describing actions taken or to be taken in response to recommendations in the Accreditation Report.

The Vice President of Academic Affairs/ALO shall submit appropriate requests through the Vice President of Finance and Administration, Vice President of Student Services, and Deans to secure funding, equipment, or services recommended by the Accreditation Report.

#### **REFERENCES/**

**AUTHORITY:** ACCJC Standards I.C.12 and 13

Title 5, Section 51016

**REVIEWED:** August 20, 2014

**REVISED:** May 9, 2018