

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 Finance and Administration shall provide estimates, including fees required by the accrediting agency, and travel expenses of the Accreditation Team.

The Accreditation Liaison Officer shall submit the request for funding through the regular budget proposal process. Payments will be made following standard College fiscal procedures.

Administrative Supervision of the Process

The Vice President of Academic Affairs/ALO shall report regularly to the Superintendent-President and School Deans regarding the status of the application for accreditation, the date, time, and duration of the Team Visit, and the number of Team members.

The Accreditation Coordinator shall inform the Vice President of Academic Affairs/ALO of the progress of the accreditation process.

No later than one year prior to the Self-Study submission deadline, the Vice President of Academic Affairs/ALO, in coordination with the Accreditation Coordinator, shall submit the plan for the Self-Study process, including timelines, tasks, responsibilities, organization, and structure. 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.

Meeting between 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 Governing Board President, Superintendent-President, Vice President of Academic Affairs/ALO, constituent Presidents, and Accreditation Coordinator shall sign the Self-Study authorizing submission to the accrediting agency.

PROCEDURESRecommendations of the Accreditation Team

Upon receipt of the Accreditation Team Reports, the Superintendent-President shall submit copies of the Accreditation Team Reports to the Vice President of Academic Affairs/ALO; who in turn will provide copies to the School Deans and Accreditation Coordinator. The Team Reports will be published on the Solano Community College Accreditation Web site.

The Vice President of Academic Affairs/ALO shall 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, Accreditation Coordinator, and School Deans to secure funding, equipment, or services recommended by the Accreditation Report.

REFERENCES/

AUTHORITY: Accreditation Eligibility Requirement 21, Standard IV.B.1.i

Title 5, Section 51016

BPROC 2070

REVIEWED: August 20, 2014