

**Roles & Responsibilities of Standard Co-Chairs and Tri-Chairs**

The primary responsibility of the Accreditation Standard Co-Chairs and Sub-Standard Tri-Chairs is to work collaboratively with Cañada College Co-Chairs (Alicia Aguirre and Karen Engel), Faculty Editor, and Accreditation Team Members in the planning, development, and completion of a comprehensive Self-Evaluation of Educational Quality and Institutional Effectiveness by December 2018. This includes assembling supporting evidence in order to meet the requirements of all AACJC Standards and Eligibility Requirements.

# Responsibilities

Standard Co-Chairs and Sub-Standard Tri-Chairs:

1. Attend Cañada Accreditation meetings as scheduled and coordinate with the Accreditation Co-Chairs in the preparation of Standard and/or Sub-Standard meeting agendas.
2. Review and synthesize research and communicate information on AACJC Accreditation Standards and Eligibility Requirements as needed.
3. Coordinate with the Accreditation Co-Chairs and Ad Hoc Steering committee to:
	1. assure a comprehensive membership in the assigned Standards and/or Sub-Standards so that there is representation from all constituency groups and the community served (as appropriate);
	2. schedule and conduct meetings for the assigned Standards and/or Sub-Standards, prepare and distribute meeting agendas in advance by working with Accreditation Co-Chairs, Faculty Editor, and all members as necessary;
	3. follow the ACCJC [Guide to Evaluation and Improving Institutions May 2017](https://accjc.org/wp-content/uploads/Guide-to-Evaluating-and-Improving-Institutions_May2017.pdf) and address all questions included in the Guide as applicable to the assigned Standards and Sub-Standards;
	4. collect related information from all sources for the preparation of the report, identifying necessary evidence to support statements included in the Self-Evaluation;
	5. ensure that materials from the District Office and/or District-wide committees are received for all areas requiring college/district coordination and collaboration; and
	6. present the draft and final reports to the College’s Shared Governance Committees, All College Forum and other meetings as scheduled.
4. Lead the team members and support the Accreditation Co-Chairs and faculty editor to achieve the following :

* 1. collect necessary “evidence” from all related sources, e.g., SLOs, Program Reviews, Surveys, and summary of discussion/recommendations made during Standard/Sub-standard team meetings and draft narrative addressing assigned Standards and Sub- Standards;
	2. collect, synthesize, draft, edit, and finalize written material according to the timeline and in a timely fashion;
	3. ensure submission in a timely manner of edited/revised/final written materials for the assigned standard to the Accreditation Co-Chairs according to the college accreditation timeline;
	4. verify the validity and reliability of information included in the writing, and ensure all necessary supporting evidence is in place and appropriately linked to statements indicated in the Self-

Evaluation study.

**Accreditation Institutional Self-Evaluation Report (ISER) Preparation Timeline 2018**

