

## **INVITATION TO SERVE - ACCREDITATION SELF EVALUATION CO-CHAIR**

### **BACKGROUND**

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires its affiliated colleges to undergo a comprehensive self evaluation every six years. Cañada College's next comprehensive self study is scheduled for fall 2019. In preparation for this self evaluation, Cañada's Planning and Budgeting Council and Academic Senate are seeking one faculty member to serve as co-chair, alongside the Accreditation Liaison Officer (ALO), of the college's self evaluation process.

Interested faculty should contact Academic Senate President, Doug Hirzel ([hirzel@smccd.edu](mailto:hirzel@smccd.edu)) by April 30.

### **RESPONSIBILITIES (IN PARTNERSHIP WITH THE ALO)**

- Participate in accreditation training from ACCJC and/or the Academic Senate of the CCCs
- Provide appropriate training for the faculty and administrator co-leads for the nine major accreditation standards
- Speak at division and committee meetings in order to ensure that all constituencies are aware of the self evaluation process and participating in it as appropriate
- Provide regular reports of the self evaluation process to the Planning and Budgeting Council and to the campus community
- Monitor the progress of the standards co-leads as they gather and analyze information for their assigned accreditation standards and then write the response to their assigned standard
- Assist co-leads as needed in obtaining evidence
- Work with the Planning and Budgeting Council and other governance groups to compose the Quality Focus Essay
- Collaborate with the faculty editor and ALO to compose the self evaluation and Quality Focus Essay
- Serve on the District Accreditation Coordination committee as needed

### **DESIRED QUALIFICATIONS**

- Strong organizational, writing and editing skills
  - Demonstrated ability to work with complex, lengthy documents
- Demonstrated ability to advocate and promote participation in the self evaluation process
  - Ability to explain a complex set of procedures to the college community and to encourage the level of campus participation necessary in order to complete a successful self evaluation
- Strong organizational skills
  - Demonstrated ability to track large, complex projects from initiation through completion
  - Demonstrated ability to use e-mail, conference calls, and other communication methods
  - Demonstrated ability to manage information and complete administrative tasks, such as keeping accurate records, returning phone calls, and responding to e-mail
- Strong interpersonal and oral communication skills

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- Strong problem-solving skills
- Broad knowledge of Cañada College
- Willingness to learn Cañada's governance structure and the institutional planning process in detail
- Willingness to gain a detailed understanding of ACCJC accreditation standards

**REASSIGNED TIME FOR FACULTY CO-CHAIR**

Compensation of full-time faculty will be by non-instructional reassignment. Part-time faculty will receive hourly pay at non-instructional rate. Any work over the summer will be paid hourly.

Fall 2017	3 units	0.2 FTE	7.5 hours/week
Spring 2018	6 units	0.4 FTE	15 hours/week
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Spring 2019	6 units	0.4 FTE	15 hours/week