

Note: This procedure is **legally required** to comply with Accreditation standards. CCLC **technical revision** and general review of current GCCCD procedure.

Revised – GCCCD Procedure

AP 3200 Compliance With Accreditation Standards

Reference: **Accreditation Eligibility Requirement 2~~10~~, Standard IV.B.1.i**

Date Issued: November 13, 2008 Updated:

The Grossmont-Cuyamaca Community College District (District) colleges shall conduct a comprehensive self-study every six years and host a visit by an accreditation team. Mandatory reports are prepared and submitted to the Accrediting Commission.

The following requirements apply to the District colleges' preparation of the written document that is the comprehensive self-study for each college for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The development of a self-study report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin no less than two years before the accreditation visit.
2. The college presidents shall appoint Accreditation Liaison Officers who are responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
3. Each college shall have an Accreditation Steering Committee that includes:
 - Self-Study Co-Chairs, consisting of:
 - ◆ A faculty member, appointed by the Academic Senate
 - ◆ The Accreditation Liaison Officer, appointed by the president
 - Active, campus-wide involvement of administrators, faculty, classified staff, and students
 - District representatives
4. Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-study and team visit.
5. The Accreditation Steering Committee will meet at least six times each year to support the writing of the self-study and any other reports required by the ACCJC.
6. The self-study report shall be made available to the faculty, classified staff, administrators, and student leaders for review and comment before it is sent to the Chancellor and Governing Board.
7. When the self-study is completed, it must be reviewed and approved by the Chancellor and Governing Board prior to submission to the ACCJC a minimum of 45 days prior to the team visit.

8. Any subsequent reports required by the ACCJC shall be approved by the Chancellor and Governing Board prior to submission to the ACCJC.