

## **IMPERIAL COMMUNITY COLLEGE DISTRICT AP 3200 Accreditation**

### Reference:

ACCJC Accreditation Eligibility Requirement 21

ACCJC Accreditation Standards I.C.12 and 13

Title 5 Section 51016

Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. This Organization is recognized by the Commission on Postsecondary Accreditation and the U.S.

Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill. The College also offers programs of study affiliated with or approved by the:

American Welding Society

California Association of Alcohol and Drug Educators

California Board of Registered Nursing

California Board of Vocational Nurse and Psychiatric Examiners

Commission on Peace Officers Standards and Training

California State Department of Education

National Academy of Early Childhood Programs

California State Fire Marshall and the State Board of Fire Services

Commission on Accreditation of Allied Health Education Programs

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

### Accreditation Institutional Self-Evaluation

1. The CEO begins the accreditation self-evaluation process with communication to the campus community, including students, the governing board, and the community at large and explains broadly what the college is about to undertake. The CEO's advocacy for accreditation helps the college establish a positive view of the accreditation process.
2. As an ACCJC member institution, the college must have an Accreditation Liaison Officer (ALO). The ALO assists the CEO in addressing accreditation matters and serves as the second contact person for ACCJC staff. The CIO is identified as the college's ALO.
3. Under the supervision of the CIO/ALO, the Continuous Accreditation Readiness Team (CART) has oversight of the college's continuous evaluation functions. CART is responsible for organizing and coordinating the self-evaluation process, ensuring that appropriate progress is made, and preparing the Institutional Self-Evaluation Report. The committee is also responsible for organizing and coordinating the Annual Report, follow-up reports, Midterm Reports, and substantive change

proposals. In addition, the committee ensures that evidence in support of the self-evaluation is shared within the institution and that relevant internal stakeholders who have knowledge of data and who can contribute to the analysis of data and evidence, are involved in the process as appropriate.

4. CART is composed of the following members:

- President's Cabinet (CEO, CBO, CIO, CSSO, CHRO)
- Administrative Council (management staffing including administrative deans and directors, and classified managers)
- Instructional Council
- Student Services Council
- Institutional Researcher
- SLO Coordinator
- Distance Education Coordinator
- Faculty
- Staff
- Members of the Community

In addition, the Academic Senate President, CTA President, CSEA President, CMCA Chair, and Associated Student Government President, or representatives appointed by each, may serve on CART. The ALO shall appoint the chair or co-chairs of the CART.

5. A committee is formed for each accreditation standard. President's Cabinet Members shall chair the accreditation standard committees as follows:

- Standard 1 – CSSO
- Standard 2 – CIO
- Standard 3 – CBO and CHRO
- Standard 4 - CEO

The committees may be co-chaired by the administrator and faculty member. At least one Academic Senator, appointed by the Academic Senate, shall actively participate on each standard's committee. Faculty and staff shall be recruited to serve on the standard committees.

6. The CART holds regular meetings throughout the self-evaluation development process. The committee discusses and makes decisions regarding the approach/design of the self-evaluation; recruitment of subcommittees; formation of inquiring/writing teams and editing teams; dissemination of information to the college community; collection of evidence; circulation of the draft self-evaluation to all staff and all campus groups for discussion and revision; and review of self-evaluation drafts.

7. The CART informs the college community on the progress of the self-evaluation through updates via regular campus emails and meetings of the Academic Senate, Administrative Council, President's Cabinet, College Council, and the Board of Trustees.
8. Drafts of the self-evaluation are circulated to all staff and all campus groups for discussion and revision via meetings of the CART, Academic Senate, College Council.
9. Following approval of the self-evaluation by all campus participatory governance groups, the final self-evaluation is published for adoption by the Board of Trustees. After adoption by the Board, the self-evaluation is mailed to the Accreditation Visiting Team and the ACCJC.
10. The CEO's Office handles the logistics of the accreditation team visit. The arrangements for the team typically include: lodging, meals, local transportation while on site, and clerical, computer and technical assistance during the site visit. In addition, the CEO's Office will assist the team during the visit to collect, as needed, additional information and materials, locate campus members for team interviews, and in general, serve as the communication link between the college and the team.
11. The visit team's exit report will be presented to the campus community via campus forum.
12. In accordance with item 20 of the Eligibility Requirements for Accreditation, Imperial Valley College publishes the following in its General Catalog:

#### General Information

- Official name, address(es), telephone number(s), and Web site address
- Educational mission
- Course, program, and degree offerings
- Academic calendar and program length
- Academic freedom statement
- Available student financial aid
- Available learning resources
- Names and degrees of administrators and faculty
- Names of Governing Board Members

#### Requirements

- Admissions
- Student fees and other obligations
- Degree, certificates, graduation and transfer

#### Major Policies Affecting Students

- Academic regulations, including academic honesty

- Nondiscrimination policy
- Acceptance of transfer credits
- Grievance and complaint procedures
- Sexual harassment
- Refund of Fees

#### Locations of Publications Where Other Policies May be Found

Up-to-date and precise public information is also published in the class schedule on the College Web site. Students and the community are also kept informed of special projects and building programs through the visioning process and local print and media organizations.

The Governing Board provides assurance that the institution adheres to all eligibility requirements and accreditation standards and policies of the ACCJC. The college describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the ACCJC to carry out its accrediting responsibilities.

See BP 3200