

AP 3200 Accreditation

Reference:

***ACCJC Accreditation Eligibility Requirement 21 and
ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1i)
Title 5 Section 51016***

External Accreditation

A. Approval

The President of the College shall approve the application to all organizations that accredit Gavilan College programs and shall notify the Governing Board of these approved accrediting organizations.

B. Funding for accreditation

1. The year prior to any accrediting visitation and report preparation, the Accreditation Officer shall notify the appropriate administrator of the upcoming accreditation so that budget allocations may be requested in a timely fashion within regular budget procedures.
2. The Accreditation Officer shall provide estimates of expenses, including fees required by the accrediting agency, and travel expenses of the accreditation team.
3. The Accreditation Officer shall submit the request for funding through the regular budget proposal process. Payments will be made following standard college fiscal procedures.

C. Administrative supervision of the process

1. The accreditation officer shall report regularly to the President of the College regarding status of the application for accreditation, the date, time, and duration of the team visit, and the number of team members.
2. No later than one year prior to the self-study submission deadline, the Accreditation Officer shall submit the plan for the self-study process including timelines, tasks, responsibilities, organization, and structure. At least 2 months prior to the submission deadline, the Accreditation Officer, President's Council, and the Vice Presidents shall review a draft of the accreditation report. It shall then be submitted to the President of the College, who shall submit it to the Board.
3. The President of the College and other appropriate parties shall sign the self-study authorizing submission to the accrediting agency.
4. Meetings between team members and school officials shall be arranged as required by the accreditation agency and with the approval of the President of the College.

D. Recommendations of the accreditation team:

1. The accreditation officer shall submit copies of accreditation team reports to the Board and to President's Council.

2. The Accreditation Officer shall submit a report describing actions taken or to be taken in response to recommendations in the accreditation report.
3. The Accreditation Officer shall submit appropriate requests through the usual process to secure funding, equipment, or services recommended by the accreditation report as appropriate.
4. The Accreditation Officer shall submit an annual report on progress on meeting recommendations.

Reviewed by the Board of Trustees: December 8, 2015
Reviewed by the Board of Trustees: October 14, 2014
Reviewed by the Board of Trustees: August 14, 2012
Approved by the Board of Trustees: December 11, 2001