

Organization of the Self-Evaluation Process

On November 13, 2015 the College convened an Accreditation Kick-Off Event to mark the beginning of its institutional self-evaluation cycle. Using a high energy, entertaining and educational set of activities, presentations were made by members of the Accreditation Steering Committee about the overall process and each standard. The intention was to impart enough information to the College workforce members in attendance to enable an informed decision to volunteer for one of many teams assigned to various parts of the Institutional Self-Evaluation Report. That event yielded more than 80 volunteers; the accreditation teams, their charge and membership are listed below.

Team: Accreditation Steering Committee

Charge: Responsible for guiding the progress and the process related to accreditation as defined by the Accreditation Commission for Community and Junior Colleges (ACCJC). Members of the Steering Committee are expected to become experts on ACCJC Eligibility Policies, Accreditation Policies, and standards. Members are also expected to serve as resources to the campus communities. Functional responsibilities are listed below.

- Be able and committed to learning all the necessary components of accreditation in order to be a resource for the campus
- Be able and committed to guide the accreditation process and progress
- Be able and committed to coordinate training sessions for faculty, staff, and administrators with regard to accreditation, standards, policies, and procedures
- Help develop timelines and deliverables for accreditation
- Help establish subgroups. For example, help establish Working Groups versus Standards Groups
- Assist in setting up guidelines for effective participation and timely completion of group-assigned tasks
- Review and provide general input on reports related to unit functions
- Assist in identifying and appointing Accreditation report editors

Members:

Marco Aguayo	Steve Garcia	Arthur Lopez	Claude Oliver
Patricia Ellerson	Justin Gatewood	Peter Maphumulo	Tracey Richardson
Herbert English	Jessica Gibbs	Greta Moon	Robert Sewell
Jan Espinoza	Kevin Leahy	Virginia Moran	Roger Wagner

Team: Standards and Writing Teams
Charge: Each member of these teams will

- Organize meeting schedule that supports the Steering Committee master timeline
- Become experts on the content of the standard
- Research, collect and lodge evidence of meeting the standard
- Identify performance gaps and needs relative to the standard
- Collaborate with other Standard and Writing Teams (chairs)
- Report findings and progress to the Accreditation Steering Committee
- Write and revise the report relative to the standard

Members – Standard I:

Tim Adell	Carey Alstadt	Malia Carpenter	Steve Toner
Eileen Alsina	Sheree Caldwell	Barbara Eichen	Paul Toning

Members – Standard II:

Kevin Barda	Patty Golder	Troy Kuhns	Melina Rodriguez
Fredrick Board	Ronald Graham	Mike McCracken	Jose Vargas
Lisa Cripps	Leslie Huiner	Chris Ohshita	Florine Walton
Elizabeth Duarte	Gina Janisko	Jesika Pomponio	
David Gibbs	Jason Judkins	Reba Pugliese	

Members – Standard III:

Charlotte Allen	Mark Clair	Jeri Kay	Deedee Garcia
Pearl Bandringa	Donna Derryberry	Falkowski	Michelle Painter
Ed Burg	Amy Espinoza	Amy Norris	AnnMarie Sharp

Members – Standard IV:

Debra Blanchard	Gabrielle Galindo	Jennifer Larriva	Cynthia
Sheila Burnham	Shirley Gonzalez	Deanna Murphy	Pouvaranukoah
Dave Dupree	Kelley Johnson	Debbie Peterson	Sandy Visser
Hamid Eydgahi	Greg Jones		Roger Wagner

Team: Team Chairs

Charge: Each chair of each Standards and Writing Team will

- Keep the team on task with the timeline
- Schedule internal team timeline/meetings
- Collaborate with other SWT Chairs
- Attend and disseminate training on Standards/process
- Complete Accreditation Basics 101 certification
- Maintain communication with support, editing & verification teams
- Be the single point of contact for the team

Members:

Tim Adell	Deedee Garcia	Kelley Johnson	Melina Rodriguez
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Team: Evidence Lodging Team
Charge: Each member of this team will

- Catalog evidence items on workspace
- Create and maintain links to evidence with document
- Maintain communication with assigned team chair
- Report to Accreditation Steering Committee on progress
- Provide naming convention for evidence files and instructions and receive approval from Accreditation Steering Committee

Members:

Amy Espinoza Virginia Moran Cynthia Pouvaranukoah Audrey Vaughn

Team: Verification Team
Charge: Each member of this team will

- Verify interpretation of language
- Verify relevance of evidence to the standard
- Verify that there is substantial evidence to support meeting the standard
- Become experts on the standard
- Complete Accreditation 101 Basics Certification
- Report findings to the Accreditation Steering Committee
- Provide feedback to the Standards and Writing Team Chairs
- Maintain communication with the ACCJC through the Accreditation Liaison Officer

Members:

David Gibbs Jennifer Fowlie Starlie Luna
Erin Kirk Jessica Gibbs (team leader)