

Because of your work related to the following accreditation standards/themes, your council has been designated the primary contributor for:

Standard IA1-4 (Mission)

- Liaisons: Allie Frickert and Patty Quinoñes
- ACCJC ballpark page length: 4
- Tentative expected date for draft and guide to be given to Team: **3-11**
- Tentative date expected back: 4-1 (three weeks)

Standard IVA1-7 (Decision Making Roles and Responsibilities)

- Liaisons: Barbara Mezaki and Kelly Fowler
- ACCJC ballpark page length: 7
- Tentative expected date for draft and guide to be given to Team: **3-17**
- Tentative date expected back: 4-17 (4 weeks)

Standard IVB1-6 (Chief Executive Officer)

- Liaisons: Barbara Mezaki and Kelly Fowler
- ACCJC ballpark page length: 5
- Tentative expected date for draft and guide to be given to Team: **3-17**
- Tentative date expected back: 4-17 (4 weeks)

Standard IVC1-13 (Governing Board)

- Liaisons: Barbara Mezaki and Kelly Fowler
- ACCJC ballpark page length: 10
- Tentative expected date for draft and guide to be given to Team: **3-17**
- Tentative date expected back: 4-17 (4 weeks)

Your Council may also be asked for one or two representatives to work with the GOMP (Guided Pathways, Outcomes, Mapping and Catalog, and President's Advisory Council) workgroup, responsible for **Standard IC1-17 (Institutional Integrity)**.

The suggested steps for the "weaving" teams are:

(1) Form a Weaving Team(s):

- Create a separate weaving team for each standard from the membership of your council, taking care to keep the weaving teams small with representation from constituent groups (manager, faculty, classified, student) to ensure inclusion where possible.
- Your Accreditation Core Team Liaison can assist your council in finding student members if needed.

- ACCJC suggests establishing three primary roles. (The same person may hold multiple roles):
 - **Planner** - facilitates meetings, sets agendas, communicates updates, and is the point of contact for the liaison.
 - **Investigator** - quality control with evidence gathering, formatting, ensuring evidence is recent and relevant, and matching the narrative text to the evidence.
 - **Documenter** - compiles info, supplements and/or revises draft responses to the standards, is the primary editor.
 - **Standards Supporters - (optional)** a specific lead assigned to each sub section of the standard.

(2) Review documents provided by your liaison:

- An initial draft outline (which provides a starting point)
- A guide tailored to your assigned standard which includes ACCJC review criteria, suggested sources of evidence, and committees/programs/units that are mapped to each sub-standard

(3) Gather Evidence:

- Consider suggested sources of evidence
- Keep in mind that evidence must be very selective rather than comprehensive
 - Your liaisons will help to determine evidence which overlaps with other standards (we will avoid redundancies where possible)
- Work with the mapped committees/programs/units which will serve as Resource Committees for your standard
- Contact your liaison(s) if you need assistance in acquiring data or information
- Evidence storage instructions will be forthcoming

(4) Edit and Revise the provided outline draft:

- Edit the draft to reflect the evidence of College practices, procedures, and policies that meet each sub-standard;
- Return the draft, guide and evidence to your liaison(s) by the date indicated.

On behalf of the Accreditation Steering Committee, we thank you for your participation in accreditation.