

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.70.1 (AP 3200)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** AP 2.70.1 Accreditation  
**Revision Date:** 5/12  
**References:** Accreditation Eligibility Requirement 21; ACCJC Accreditation Standards I.C.12 and 13

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1. The Chancellor and the College Presidents shall ensure that the district and colleges comply with the accreditation process and standards of the Accreditation Commission of Community and Junior Colleges (“the Commission”) and other district programs that seek special accreditation.
2. The district and each of the three colleges shall appoint an Accreditation Liaison Officer (ALO), who assists the Chancellor/College President in addressing accreditation matters and serves as the second contact person for the Commission staff.
3. Each college shall form a steering committee and writing teams/committees for each of the four standards according to the Commission guidelines. Faculty, staff, students and district employees shall be represented on these committees and writing teams. Personnel in the district office shall be assigned to each of the four standards based on their areas of responsibilities for the purpose of providing information and input.
4. Each college shall develop a detailed timeline for all activities in the development of the Institutional Self Evaluation, culminating in the accreditation site visit.
5. The Vice Chancellor, Educational Services and Planning, shall chair the District Accreditation Coordinating Council which coordinates the overall efforts in areas of information sharing among the colleges and the district. The Council shall be comprised of the four ALOs, college steering committee co-chairs, and district personnel.
6. During the Self Evaluation process, the District Accreditation Coordination Council shall present regular accreditation updates to the Board of Trustees. The college steering committees shall share evidence within the institutions to ensure that internal stakeholders who have a role in improving institutional quality have the opportunity to be involved in the process. To facilitate this information sharing, the colleges shall develop websites devoted to the accreditation process and which are updated regularly.
7. The Institutional Self Evaluation Reports shall be rigorous and honest. The district and colleges shall identify evidence that supports their self evaluation of quality and shall retain that evidence so that it can be accessed and used by the site visit team. The district’s self evaluation shall be included in each of the colleges’ reports rather than in a separate report.
8. The Board of Trustees shall approve the Institutional Self Evaluation Reports prior to submission to the Commission.

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9. Midterm Reports shall be submitted in the third year following the comprehensive evaluation team visit. The Midterm Report includes a narrative analysis and evidence that demonstrates how deficiencies have been resolved, describes progress on recommendations for improvement, and identifies the status of improvement plans from the Institutional Self Evaluation.
10. Follow-Up Reports shall be submitted if required by the Commission and will include a narrative analysis and evidence that describes the resolution of deficiencies identified in the Commission action letter. The Follow-Up Reports shall also verify that the eligibility requirements, accreditation standards, and Commission policies are met, and will affirm that the changes/improvements have been sustained.
11. Special Reports shall be submitted if required by the Commission and will provide information regarding the specific requirements contained in a letter from the Commission.