



San Bernardino  
Valley College

## Accreditation Steering Committee Charge and Membership

### Charge:

#### **Current Charge:**

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

#### **Proposed Accreditation Steering Committee Charge:**

##### ***Removing Student Learning Outcomes from the Accreditation Steering Committee***

The Accreditation Steering Committee serves as a shared governance group that oversees the accreditation process for San Bernardino Valley College in conjunction with the San Bernardino Community College District. The committee is responsible for developing, monitoring, and coordinating the accreditation process to support the continual improvement of student learning, institutional effectiveness, and integrated planning. Members are to become experts on accreditation policies and standards and serve as resources to the college.

#### **The purpose of the Accreditation Steering Committee is to:**

1. Be active resources to the College and Board of Trustees regarding the accreditation process.
2. Assist with training for faculty, staff, management, and students with regard to accreditation standards, policies, and procedures.
3. Develop timelines and goals to recommend policies and procedures for the on-going accreditation process.
4. Review, compile, organize, and analyze evidence for reports.
5. Review and provide input for all accreditation reports, including the ISER, mid-term, and follow-up reports.
6. Recommend the appointment of an accreditation report editor.
7. Prepare for the accreditation team visit and participate, as needed.
8. Provide input on the Accreditation Manual by reviewing guidelines and making recommendations on best practices.
9. Serve as the campus conduit for decision-making by forwarding information to appropriate committees.



Accreditation Steering Committee Charge and Membership

**Membership**

**Current Accreditation Membership:**

is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff, and students.

**Proposed Accreditation Steering Committee Membership:**

Membership is comprised of at least 3 Vice Presidents or their designees (as appointed by the President), at least one faculty member per division, at least 2 classified staff members (as appointed by Classified Senate/CSEA), and one student.

**Committee Membership:**

- Accreditation Liaison Officer (ALO)
- Accreditation Faculty Lead
- Outcomes Faculty Lead
- Dean of Research, Planning, and Institutional Effectiveness
- Vice President, Instruction (or designee)
- Vice President, Student Services (or designee)
- Vice President, Administrative Services (or designee)
- CSEA Representative
- Classified Senate Representative
- Student Representative
- Faculty Representation by Division (at least one per division)

**Campus Ex Officio Members (In Alphabetical Order):**

- Academic Senate President
- Associated Student Government (ASG) President
- Classified Senate President
- CSEA Union President
- CTA Union President
- Curriculum Chair
- Director of Marketing and Public Relations
- Distance Education Faculty Leads
- Faculty Department Chairs
- Guided Pathways Faculty Leads
- Instructional Cabinet Representatives
- President
- Professional Development Coordinator
- Program Review Chair
- Student Services Council Representatives
- Title IX Coordinator
- Shared governance committee chairs

**District Ex Officio Members (In Alphabetical Order):**

- Accreditation Liaison Officer (CHC)
- Accreditation Liaison Officer (District)
- Chancellor
- Chancellor's Counsel Representatives
- Chief Technology Officer
- District Director of Research, Planning, and Institutional Effectiveness
- Executive Vice Chancellor
- Senior District Director of Marketing, Public Relations, and Legislative Affairs
- Vice Chancellor of Business and Fiscal
- Vice Chancellor of Educational Services
- Vice Chancellor of Human Resources
- Vice Chancellor of Workforce Development Advancement and Media Systems