Proposed Accreditation Procedures and Timeline
(Draft 5/13/14)

Steering Committee

- **Committee type:** standing committee
- **Meeting frequency:** regularly, as needed
- **Responsibilities:**
  - Develop and implement procedures and timelines.
  - Develop self-evaluation report outline, assign responsibilities, and oversee completion.
  - Create and oversee subcommittees, as needed.
  - Oversee completion of annual, midterm, and special reports.
  - Review implementation progress for previous ACCJC recommendations and self-study planning agendas; and provide direction to those responsible for implementation.
- **Membership** (8 administrators + 7 faculty + 5 classified + 2 students + 2 staff resources = 24):
  - PRIE director: Co-Chair
  - Academic Senate president: Co-Chair
  - Student Learning:
    - vice president
    - 1 faculty representing each of the following:
      - Arts and Humanities
      - Math and Sciences
      - CTE
      - 1 other area
    - 1 dean or director
    - 1 classified professional
  - Student Services:
    - vice president
    - 2 faculty
    - 1 dean or director
    - 1 classified professional
  - Finance and College Operations:
    - vice president
    - 1 director
    - 1 classified professional
  - Human Resources
    - executive director
    - 1 classified professional
  - Classified Senate - president
- Students – 2 ASCOM representatives who will be attending COM through spring 2016
- Recorder – PRIE administrative assistant
- Editor – faculty on 50% reassigned time or other designated person