



Reference: *Accreditation Eligibility Requirement 21*
ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i);
Title 5 Section 51016

The West Hills Community College District shall adhere to the standards and requirements identified by a regional federally-recognized accrediting agency designated by the Board of Governors of the California Community Colleges.

The following guidelines apply to the District colleges' preparation of the comprehensive Self-Evaluation of Educational Quality and Institutional Effectiveness Report (Self-Evaluation Report) for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The development of a Self-Evaluation Report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin approximately two years before the planned accreditation visit.
2. The college presidents shall appoint Accreditation Liaison Officers (ALOs) who are responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
3. The District assigns District staff as lead contacts for each standard. The District shall appoint an ALO to:
 - a. Identify and coordinate an accreditation communication plan between the colleges and the District.
 - b. Provide adherence to the completion timeline as approved by the Chancellor's Executive Cabinet.
 - c. Provide District perspective and prepare responses, as appropriate, to ACCJC standards for the college reports.
 - d. Review and edit draft college accreditation reports.
4. The ALOs are responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
5. Each college shall have an accreditation team that includes appropriate representatives from administration, faculty, classified staff, students and district services, and ensures broad and active participation in the writing and review of the Self-Evaluation Report.
 - a. Those employees who are responsible for the functions related to the accreditation standards shall be involved in the preparation of the Self-Evaluation Report and team visit.

- b. The Self-Evaluation Report shall be made available to the faculty, classified staff, administrators, and student leaders for review and comment.
- c. When the Self-Evaluation Reports are considered complete by the college ALOs, they must be reviewed and approved by the Chancellor and the Governing Board prior to submission to the ACCJC.
 - i. Any subsequent reports required by the ACCJC shall be approved by the Chancellor and the Governing Board prior to submission to the ACCJC.