

Procedure Manual



Title: Accreditation	Number: A6Hx2-2.03
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Institutional Accreditation

Approximately two years prior to the recertification process for institutional accreditation, the President or his/her designee shall appoint a Reaffirmation Steering Committee, led by the Vice President of Strategy, Assessment, & Research as his/her responsibility as the institutional accreditation liaison and a senior administrator with experience and expertise with reaffirmation processes.

The Chair of the Steering Committee shall establish a meeting schedule and committee assignments facilitating an efficient, comprehensive process to create a detailed reaffirmation report as prescribed by the institutional accrediting body. Sufficient time shall be scheduled to allow review of draft reports prior to the submission of the final reaffirmation documentation.


Prior to the On-Site Reaffirmation Review at the College, the President or his/her designee shall reassemble the Reaffirmation Steering Committee to develop a response to any areas identified as needing additional information from the reaffirmation report submission. The response shall address all areas of non-compliance.

The Institutional Accreditation Liaison and/or a hospitality committee chair shall be responsible for arranging the visit of the peer review committee(s). This duty includes, but is not limited to, providing peer reviewers with relevant materials necessary for the visit; arranging lodging, meals, and transportation; establishing work areas at both the College and the hotel; and scheduling appointments for committee members.

The Institutional Accreditation Liaison shall be responsible for (1) reviewing the report of the peer review committee(s) for factual accuracy, (2) preparing the College's response to the peer review report, and (3) preparing any other follow-up reports stemming from the College's bid for reaffirmation or continued accreditation.

Specialized Professional Accreditation

Documents required for specialized professional accreditation shall be developed at the department/program level in accordance with the requirements of the accrediting body and reviewed by the appropriate administrator or his/her designee. Timelines and budgets for these processes shall be set by the appropriate administrator in consultation with the program manager and immediate supervisor. In response to the report of the visiting committee, the appropriate administrator shall address any identified areas of non-compliance in a timely manner. All final accreditation documents shall be submitted to the Institutional Accreditation Liaison for institutional archiving.

Recommending Officer's Signature: <i>Jeffrey Nasse, Ph.D.</i>	Date: 8/29/23	President's Signature: 	Date: 8/29/23
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