

# Preparing for SRJC's 2015 Accreditation Site Visit

- **Mary Kay Rudolph**  
Accreditation Liaison Officer
  - **Wanda Burzycki**  
Faculty Self Evaluation Co-chair
- PDA Day Presentation, Feb. 12, 2015*

# Welcome! Outcomes of this Workshop:

- Gain understanding about what a visiting team does.
- Become familiar with what the site visit process and what the team looks for and observes
- Identify how college community members may be involved
- Be able to discuss accreditation from an informed standpoint
- Have all your questions about accreditation answered

# Refer also to the Accreditation Site Visit **Fact Sheet**

[http://accreditation.santarosa.edu/sites/  
accreditation.santarosa.edu/files/Accreditation%20Brochure  
%20r2.pdf](http://accreditation.santarosa.edu/sites/accreditation.santarosa.edu/files/Accreditation%20Brochure%20r2.pdf)

# Quiz Time

What do you know about accreditation? Determine if the following statements are true or false.

# 1. T/F

The Accrediting Commission for Community and Junior Colleges (ACCJC) is part of the Chancellor's Office and enforces compliance to Title 5 and the Education Code.

# 1. False

ACCJC is one of six regional accrediting organizations. Membership is voluntary, but the Commission is responsible for evaluating compliance with US Department of Education requirements and regulations.

## 2. T/F

While accreditation maintains consistent and high levels of quality among institutions, and accredited status is an asset, it is not really necessary for a public institution since the Ed Code and Title 5 are already very prescriptive.

## 2. False

Without being accredited, public institutions are not eligible for federal funding, including student financial aid. This makes accredited status nearly essential.



### 3. T/F

The external visiting team is composed only of trained volunteer administrators, faculty, and other college representatives, with no Commission members.

### 3. True

Visiting team members are peers from community colleges throughout the region (California, Hawaii, Pacific Islands). They are trained and complete the External Evaluation Report, but are not paid beyond transportation, lodging, and food.

## 4. T/F

Visiting team members often visit classrooms to evaluate how well teaching adheres to stated student learning outcomes (SLOs).

## 4. False

While team members may occasionally visit a class to get a sense of a highlighted program (e.g., culinary demonstration), evaluation is on a broader scale reflected in the standards and does not focus on individual instructors or classes. However, team member are allowed to access any online class.

## 5. T/F

An institution can still have its accreditation reaffirmed even if it has multiple recommendations listed in the visiting team's report.

## 5. True

Recommendations to “improve institutional effectiveness” usually do not interfere with the reaffirmation, though the college must address these areas in subsequent reports.

# Resources for information: ACCJC

- The ACCJC Website at <http://www.accjc.org/> includes:
- Online Accreditation Basics Course
- Documents such Accreditation Standards, Distance Education requirements, and evaluation procedures
- Newsletters and updates, including San Francisco City College
- Commission actions, meeting summaries, bylaws

# SRJC Accreditation Website

- <http://accreditation.santarosa.edu/>
- The new version of the website provides access to current and archived documentation.
- One page has links to the Self Evaluation Report, divided into sections.
- The evaluation team members' photos and information are posted
- The schedule of events during the visit will soon be posted.



# The Self Evaluation Report

- Hard copies are in both SRJC libraries at the Reference Desk
- Hard copies are distributed to members of the Accreditation Steering Committee and to members of the President's Cabinet
- The PDF version is posted on the SRJC Accreditation website as a complete (and very long) document and as sections at <http://accreditation.santarosa.edu/2015-self-evaluation-report-0>

What happens during the team visit?

# Team member tasks

- Team members verify what has been described in the Self Evaluation Report, which they have already read and reported on individually
- Each team member is assigned to at least two Standards, and their task is to make sure they have complete and accurate information to provide a fully reflective evaluation
- To do this, team members usually interview various representatives of the college

# Opportunities to interact with team members

- Campus and Center tours and meeting attendance
- Welcome gathering Monday morning (by invitation)
- Forums on Tuesday and Wednesday (further info TBA), open to all
- Exit Report, Thursday (time and location TBA), open to all

# Where do we stand?

Standard	SRJC Strengths	Areas Identified for Improvement
<b>Standard I:</b> Institutional Mission and Improving Institutional Effectiveness	<ul style="list-style-type: none"><li>•Development and Implementation of Strategic Plan</li><li>•The Program and Resources Planning Process (PRPP)</li><li>•The new Institutional Planning website</li></ul>	<ul style="list-style-type: none"><li>•Fully implement and evaluate 2014-2019 Strategic Plan and new Strategic Plan Scorecard for assessing institutional effectiveness</li></ul>
<b>Standard II:</b> Student Learning Programs and Services	<ul style="list-style-type: none"><li>•Breadth, depth, and instructional methodology of courses, certificates, degree, and General Education programs</li><li>•Progress in assessing Student Learning Outcomes (SLOs) of those programs</li><li>•Comprehensive, well-coordinated Student Services programs and student learning support (e.g., Library, Tutorial, computer labs)</li></ul>	<ul style="list-style-type: none"><li>•Continue ongoing and integrated assessment for SLOs in all courses and programs</li><li>•Further develop services and support for Distance Education students</li></ul>

**Standard III. Resources:  
Human, Physical, Technology,  
Financial**

- Well-coordinated offices, procedures, and systems that meet institutional needs despite severe state budget fluctuations and uncertainty

- Address role of student learning outcomes in faculty evaluations
- Develop and implement plans to address structural deficit

**Standard IV: Leadership and Governance**

- High level of institutional organization, transparency, and dialogue in SRJC's participatory governance system
- Clear, accessible, and relevant policies and procedures
- Well informed, involved, and stable Board of Trustees

- Ensure full orientation and integration of new Board members

What happens next?

# Completion of report

- Draft sent to SRJC President and ALO for correction of an factual errors
- Final version sent to ACCJC
- Commission develops final report and recommendations



# Possible Outcomes

- Report usually includes commendations and recommendations to improve institutional effectiveness and/or to correct deficiencies
- Hoped for: Reaffirmation
- But maybe: reaffirmation with follow-up, or possible warning

# Your role and opportunities

- Become familiar with accreditation process and parts of the Self Evaluation Report
- Welcome the team if you have the chance to do so
- If interviewed, answer honestly and keep to the point
- Attend forums and exit report, if possible

# Questions?

And what would you like team members to know about SRJC?

# Thank you! For further info:

**Mary Kay Rudolph**, Vice President of Academic Affairs and Accreditation Liaison Officer, [mrudolph@santarosa.edu](mailto:mrudolph@santarosa.edu)

**Wanda Burzycki**, College Skills/Tutorial, Faculty Self Evaluation Co-Chair, [wburzycki@santarosa.edu](mailto:wburzycki@santarosa.edu)

**Fran Golden**, Executive Assistant to the Vice President of Academic Affairs, [fgolden@santarosa.edu](mailto:fgolden@santarosa.edu)

[Q & A Fact Sheet for the 2015 Accreditation Site Visit](#)