

Clackamas Community College
Accreditation Steering Committee Charter

Mission/Charge:

The Accreditation Steering Committee (ASC) will educate the college community in the meaning of the accreditation standards and regulations as established by the Northwest Commission on Colleges and Universities and their impact on the College. The ASC will guide and engage the college community in drafting documents, meeting deadlines, and implementing the accreditation process.

Meeting Schedule:

The ASC meets weekly during periods of high activity for accreditation, such as during the organizing and writing of self-study reports, in preparation for and during evaluation team visits, responding to recommendations from NWCCU, or responding to changes in accreditation requirements. Other times the team meets regularly, but less frequently.

Scope: The ASC is tasked with the following duties and responsibilities:

Education: As a steering committee, our activities are geared at educating everyone on campus about the requirements for accreditation. It is the responsibility of each unit at the College to ensure it is meeting accreditation expectations.

- Be knowledgeable of current accreditation requirements and processes.
- Provide professional development activities related to accreditation requirements for College personnel and the Board of Education.
- Develop and implement communication plans for disseminating information to appropriate College personnel, students, and the community.
- Share concerns with Presidents' Council about any areas where we may not be in full compliance with accreditation standards.

Self-study Activities: As a steering committee, we coordinate self-evaluation activities throughout the College community, organize creation of reports and other materials for NWCCU, and prepare for and host the NWCCU evaluating teams.

- Create a structure and timeline for gathering information needed for the self-evaluation.
- Provide training and support to internal evaluators.
- Coordinate creation and submission of the self-study reports.
- Arrange logistics for the NWCCU evaluating team visit, including lodging, transportation, equipment and materials for the team room, and meetings with staff, students, and the Board of Education.
- Communicate results of NWCCU evaluations to College and the community.
- With Presidents' Council, organize response to recommendations from the evaluating team.
- Create any interim or special reports required in response to recommendations.

Processes:

- Review accreditation requirements in committee meetings.
- Participate in NWCCU sponsored workshops and meetings related to accreditation.
- Identify and provide appropriate training materials and professional development related to accreditation requirements.
- Develop procedures that encourage broad participation during the self-evaluation.

- Identify subcommittees to take on different components of major activities associated with the self-evaluation process and report preparation.
- Gather feedback on procedures and trainings and make improvements.

Relationship to Other Committees:

The ASC work itself is relatively independent of other committees; however, the requirements for compliance with accreditation standards touch every committee and individual on campus.

Makes recommendations to:

President’s Council who has ultimate responsibility for ensuring the College is an accredited institution.

Membership:

Membership on the ASC is open to any administrative/confidential staff, classified staff, or faculty member interested in taking a global view of the College and the requirements of accreditation. Representation from throughout the College is encouraged. Because the activities of the ASC are administrative in nature and associated specifically with the cycle of accreditation requirements, the committee size and membership vary from year to year. The Accreditation Liaison Officer (ALO), Vice President of Instruction and Student Services and Vice President of College Services are ex-officio, permanent members of the committee.

2014-15 Membership:

- Steffen Moller (ALO), Dean of Curriculum Planning and Research
- Jim Huckestein, Vice President of College Services
- Elizabeth Lundy, Retired Vice President of Instruction and Student Services
- Ariane Rakich, Admissions Counselor
- Phillip King, Dean of Academic Foundations and Connections
- Sharon Parker, Department Chair of Business and Computer Science
- Cynthia Risan, Dean of Technology, Health Occupations and Workforce
- Kate Gray, Student Learning Assessment Coordinator
- BJ Nicoletti, Director of Institutional Research and Reporting
- Jaime Clarke, CCC CASE Project Director
- Sue Goff, Dean of Arts and Sciences
- Matthew Altman, Associate Dean of Arts and Sciences
- Teresa Robertson, Training and Workforce Specialist
- Kelly Steigleder, Scheduling and Planning Specialist
- Dawn Hendricks, Early Childhood Education Faculty