Memorandum of Understanding for
Faculty Accreditation Co-Chair

Between

President of Columbia College and
Academic Senate of Columbia College

Duration:
This position commences in Fall 2021 and concludes after the site visit in Fall 2024. Service may continue after the accreditation visit contingent upon the nature of the accreditation report.

Reassigned Time:
For compensation of service, the faculty member will receive reassigned time (based on a full-time faculty work load) or the equivalent over the course of several semesters as outlined below.

Term	Duties	Compensation
Fall 2021	Preliminary work, minimal coordination and planning	NA
Spring 2022	Some coordination and leadership as Standards teams convene	20% Reassigned Time
Summer 2022	Minimal activity expected.	Hourly pay claims (Article 14.9.4)
Fall 2022	Significant coaching/motivating Standards teams to develop bullets	40% Reassigned Time
Spring 2023	Heart of the work. Converting bullets to text.	60% Reassigned Time
Summer 2023	Significant fine-tuning.	Hourly pay claims (Article 14.9.4)
Fall 2023	Shepherding through approval stream to meet Dec 15, 2023 deadline	If on schedule, 20% Reassigned Time. If significant writing remains, increase by mutual agreement.
Spring 2024	Responding to Core Inquiries from ACCJC Visiting Team	10%
Summer & Fall 2024	Finalizing Core Inquiries & Assisting with Site Visit in October 2024	Hourly pay claims (Article 14.9.4)

Summer work will be compensated via hourly pay claims in accordance with Article 14.9.4 of the YFA/YCCD Contract. Occasional planning meetings, as needed, will be held at times conducive to the Faculty Co-Chair. Prior to the conclusion of Spring 2023, the Faculty Co-Chair, Accreditation Liaison Officer, Academic Senate President, and YFA VP will convene to develop a **scope of work**, **deliverables**, **schedule** of deliverables, and **budget** of expected hours to be completed during Summer 2023, with the goal to deliver a fully operational draft of the ISER to the college community by In-Service Day in August 2023.

Selection of Faculty Accreditation Co-Chair:

The Senate Executive Committee will initiate the appointment of a Faculty Accreditation Co-Chair. The Senate President will conduct an open call for applicants from the entire full-time faculty. The Senate Executive, College President, and Accreditation Liaison Officer (ALO) will work collaboratively to select the Faculty Co-Chair from the applicant pool based on previous experience with accreditation and college governance.

Duties & Deliverables:
- Works with the ALO to lead the self-evaluation process and author the Institutional Self-Evaluation Report (ISER)
- Attends accreditation trainings
- Recruits and motivates faculty participants for Standard Teams
- Works with Standard Team leaders to:
    o Identify evidence indicating alignment with each standard (bulleted list)
    o Analyze how the evidence illustrates meeting each standard (bulleted list)
    o Convert bulleted lists to readable paragraphs, written in a concise, technical manner with a consistent institutional voice
- Shepherds the ISER through approval by the Academic Senate
- Assists the ALO in shepherding the ISER through college and district governance councils
- *See attached job description for further details*

Performance Evaluation: These duties represent a portion of the Faculty Co-Chair's professional responsibilities on behalf of the college and district during the period of preparing the ISER. As such, if the faculty co-chair's regular evaluation cycle arises during this period, the co-chair's effectiveness in fulfilling these duties will be considered as a component of the evaluation, in accordance with the YFA/YCCD Contract.

Nonperformance of Duties: Irrespective of any performance evaluation timeline, the duties performed in this position are essential to the accreditation status of the entire college, the transferability of credits for its students, and the livelihood of its employees. As such, if the Faculty Co-Chair is not fulfilling the required duties in a satisfactory- and/or timely-enough manner, a written improvement plan will be authored by the ALO, in consultation with the College President and Academic Senate President. If the Faculty Co-Chair is insufficiently responsive to the improvement plan, the reassignment will be terminated and a new Faculty Co-Chair will be selected as noted herein.

Resignation of Duties: If the Faculty Co-Chair is unable to continue in this assignment, they may resign from the role by notifying the ALO, College President, and Academic Senate President. It is requested that such a notification be made effective at the beginning of a term to minimize rearrangement of loads by division offices and district personnel. In the event of a resignation, a new Faculty Co-Chair will be selected as noted herein and will continue with the reassigned time outlined in this MOU.

Faculty Accreditation Co-Chair Job Description

Description:
The Faculty Accreditation Co-Chair works in collaboration with the Vice President of Instruction/Accreditation Liaison Officer (VPI/ALO) to lead the process of preparing the institutional self-evaluation and is responsible for the timely production of the report, which must be completed, reviewed, and ratified internally prior to its submission for approval by the Board of Trustees.

Assignment:
This assignment comes with the reassigned time or equivalent (stipend, banked leave, annualization, etc.) as outlined in the MOU. This assignment may require some availability in Summer 2022 and will require extensive availability during summer 2023. Continuation through the end of the multi-term appointment is contingent upon satisfactory performance.

Duties and Responsibilities:
The Faculty Accreditation Co-Chair partners with the VPI/ALO and works collaboratively in leading the accreditation self-evaluation process. This process is a thorough examination and evaluation of the college's policies and practices to gauge their alignment with the expectations of high quality institutions as outlined in the accreditation standards. Site visits occur every 7 years. The visit is conducted by a team of faculty and administrators from other member institutions of the Accrediting Commission for Community and Junior Colleges (ACCJC) in the Western Association of Schools and Colleges (WASC) region.

The responsibilities and job duties of the Faculty Accreditation Co-Chair are:
1. Attend accreditation trainings, including the Accreditation Institute (if held).
2. Participate in a site visit to another ACCJC college (if possible and selected for such).
3. Plan and facilitate accreditation workshops for faculty, staff, and students to inform, gather information, and seek feedback.
4. Recruit and motivate faculty participants for Standards Teams.
5. Serve as the primary point of contact for faculty questions and concerns in the self-evaluation process.
6. Collaborate with the VPI/ALO to coordinate and oversee the development and writing of the Institutional Self-Evaluation Report (ISER) within the timeline established by the Accrediting Commission. (See Accreditation Website: https://accjc.org/)
7. Communicate regularly with college community, in conjunction with the VPI/ALO, on the progress of the self-evaluation and to receive input on drafts of the ISER.
8. Assist Standard Team chairpersons by reviewing and editing each draft of the institutional response to a standard.
9. Work with the VPI/ALO, college researcher(s), SLO Coordinator, council and committee chairpersons to develop Actionable Improvement Plans as needed.
10. Work with the VPI/ALO and other college and district offices to assure the report responds to the standards and to ensure the timely completion of the self-evaluation report.
11. Shepherd the ISER through the Academic Senate Approval Process.
12. Work with the VPI/ALO to shepherd the ISER through the participatory governance process at Columbia College.
13. Assist the VPI/ALO with preparing the pre-visit and site visit by the visiting team.

Eligibility and Desired Qualifications:
The position is open to all faculty. However, a tenured faculty member is desired for this position. The successful candidate will demonstrate the following knowledge, skills and abilities:
- Knowledge and understanding of the ACCJC accreditation process and standards
- Possession of proficient computer and technological skills
- Excellent organizational skills and strong attention to detail
- Ability to develop, organize, motivate and coordinate groups across the college
- Ability to collect and organize data
- Ability to communicate effectively to various audiences, both in writing and verbally
- Ability to collaborate effectively with faculty, staff, administration, and students
- Ability to synthesize the self-study submissions and to effectively write the report in one voice.

Approvals:

Faculty Co-Chair

Academic Senate President

Lahna VonEpps (Nov 2, 2021 13:08 PDT)

Columbia College President

YFA President

Dimitri Keriotis

Human Resources Director

Kathren A. Pritchard (Nov 8, 2021 07:34 PST)

Accreditation Co-Chair MOU - CThomas

Final Audit Report   2021-11-08

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