

Role of the Standard Coordinator

Working in collaboration with the Self Study Co-Chairs and Accreditation Liaison Officer, the Standard Coordinator will serve in the following capacities:

- Facilitator
 - Coordinate and communicate with Accreditation Co-Chairs regarding process and progress
 - Bring together the subcommittee to address the specific standard and subsections
 - Assign roles for members
 - Provide guidance for process
 - Meet established timelines
 - Ensure that ground rules are maintained in the course of the dialogue
 - Environment of mutual understanding and respect
 - Follow accreditation guidelines and criteria in order to ensure that all required components are addressed in the response
 - Organize break out groups for answering the questions asked in the specific sections
 - Work with break out group leaders to develop line of questions for discussion and means for recording
 - Assist with discussions
 - Summarize and enumerate the points of the discussion
 - Identify evidence
 - Identify appropriate committees and individuals to be interviewed for the purpose of obtaining pertinent information and gathering supportive evidence
 - Reconvene the larger group to integrate the response
- Compiler
 - Work with section leaders to bring together one list, section by section, question by question, and create a master response to the standard for which you are assigned
 - Include not only the discussion, but evaluation pieces, and the planning agenda for that standard
 - Collect and include evidence
 - Meet with the subcommittee and Lead Writer to carefully articulate the information provided
 - Work with the subcommittee to evaluate the drafts of the document, as provided by the Lead Writer at various stages of completion