

# SAN DIEGO MESA COLLEGE

## ACCREDITATION STANDARD TRI-CHAIR

### Role & Responsibilities

#### **Role**

The primary responsibility of the Accreditation Standard Tri-Chair is to work collaboratively with the members of the Accreditation Committee in the planning, development, and completion of the comprehensive Self-Evaluation. This includes gathering evidence in order to meet the requirements of the ACCJC Standards and Eligibility Requirements. Each of the four (4) Standards will be led by Tri-Chairs to include one representative from each of the following constituent groups: administration, faculty, and classified staff. Each Standard also will be supported by a sub-committee made up of Mesa College students, staff, faculty and administrators.

#### **Responsibilities**

Specific responsibilities for the Tri-Chair include, but are not limited to:

- Attend Accreditation Committee meetings as scheduled
- Schedule and conduct meetings for assigned Standard to include coordination of the agenda with the Accreditation Committee Faculty and Administrative Co-Chairs
- Support the writing of the assigned Standard
- Identify and collect necessary evidence to support assigned Standard
- Present updates to and engage in dialogue with Mesa's participatory governance groups, participate in accreditation Brown Bags, and attend related accreditation trainings, meetings and activities
- Be available to serve as Tri-Chair Fall 2014-Spring 2017
- Adhere to the accreditation timeline
- Assist in the preparation of the site visit scheduled for Spring 2017

#### **Timeline**

The assignment begins in the Fall 2014 and continues through the Fall 2016. Each Tri-Chair must be available to serve for this entire period.

Other major milestones include:

2014-15:

- Self-Evaluation Kick-Off
- Completion of First Draft of Self-Evaluation

2015-2016

- Completion of Second Draft of Self-Evaluation
- Constituent review & Board submission

Spring 2017

- Team Visit