CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION

AP 3200  ACCREDITATION

References:  ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i);
Policy on the Role of Accreditation Liaison Officer, ACCJC, June 2012
Accreditation Reference Handbook, ACCJC/WASC, July 2012
Title 5 section 57016

A. The Accrediting Commission
Citrus College is accredited by the Accrediting Commission for Community and
Junior Colleges (ACCJC) of the Western Association of Schools and Colleges
(WASC). The Commission shall ensure that its accrediting actions sustain and
enhance quality and maintain the values of higher education among member
institutions. The Commission serves the public interest by providing information on its
actions to institutions, the public, and students. Community College Accreditation
authorizes the District to offer the first two years of university curricula.

B. Self-Evaluation and other Reports
In accordance with the standards of the ACCJC, the District shall conduct a
comprehensive self-evaluation every six years and host a visit by an accreditation
team. Mandatory midterm reports shall be prepared and submitted to the ACCJC in
the third year of each six-year cycle. Other additional reports shall be submitted as
required by the Commission.

C. Responsibilities
The Superintendent/President shall appoint an Accreditation Liaison Officer (ALO) to
oversee the accreditation process. The ALO shall ensure that a written self-
evaluation document is produced. The primary roles of the ALO are to:

1. Stay knowledgeable about accreditation, including Eligibility Requirements,
Accreditation Standards and Commission policies;

2. Promote an understanding of accreditation requirements, quality assurance,
and institutional effectiveness among constituencies at the college;

3. Communicate information about accreditation and institutional quality that is
available from the ACCJC, including letters sent to the institution and materials
posted to the ACCJC’s website;
4. Serve as the key resource person in planning the institutional self-evaluation process, including appointment of the self-evaluation chairperson or co-chair;

5. Manage procedures to assure that the institution maintains the comprehensive collection of institutional files containing Commission information including previous external evaluation reports and action letters;

6. Prepare the institution for an evaluation team site visit in collaboration with the team Chair and/or co-chair and the team assistant;

7. Maintain regular communication with the Superintendent/President and the college on accreditation matters;

8. Facilitate timely reports to the Commission, including Annual Reports and Substantive Change Proposals; and

9. Attend ALO trainings.

Board Approved 12/04/12
Revised 07/21/15