

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3200 ACCREDITATION

### References:

Accreditation Eligibility Requirement 21;  
Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i);  
Policy on the Role of Accreditation Liaison Officer, ACCJC, June 2012  
Manual for Institutional Self-Evaluation, August 2017  
Title 5 section 51016

### 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, as scheduled, and host a visit by an accreditation team. Mandatory reports, including a midterm report, shall be prepared and submitted to the ACCJC. 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.

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Board Approved    12/04/12  
Revised            06/19/18