



**Accreditation and Standard III:
Evaluation Training
Corporate Education Center
San Diego CCD
1313 Park Boulevard
San Diego, CA 92101**

8:00 a.m. Registration Opens

8:00 a.m. to 9:00 a.m. Continental Breakfast, Coffee and Conversation

9:00 a.m.

*Opening remarks provided by **Dr. Bonnie Ann Dowd**, ACBO Board President, and Executive Vice Chancellor for Business Services, San Diego CCD and her co-presenter, **Tom Burke**, ACBO Board Immediate Past President and Chief Financial Officer of the Kern CCD will introduce the speakers.*

9:15 a.m.

- I. **Overview/Purpose of the Training:** *Dr. Norv Wellsfry, Associate Vice President of the Accrediting Commission for Community and Junior Colleges (ACCJC) will describe the purpose and function of the Accrediting Process including:*
 - a. *Regional Accreditation*
 - b. *Federal Role in Accreditation*
 - c. *Overview of Accreditation Process*
 - i. *Process for Comprehensive Review*
 - ii. *Eligibility Requirements and Accreditation Standards*
 - iii. *Standards*
 - d. *Review Rubric for Evaluating Institutional Effectiveness – Part II: Planning*

10:00 a.m.

- II. **The Role of the Evaluator:** *Using the ACCJC Team Evaluator Manual, presenter **Dr. Krista Johns**, Vice President for Policy and Research, Accrediting Commission for Community and Junior Colleges (ACCJC) will provide an overview of the evaluator or visiting team's role in the accrediting process including:*
 - a. *Peer Review*
 - b. *Conflict of Interest*
 - c. *Expectations of Evaluators*
 - d. *Before the Site Visit*
 - e. *The Site Visit*

10:30 a.m. Refreshment Break

10:45 a.m.

- III. **Review of Standard III, Parts A through D:** Using ACCJC's Guide to Evaluating Institutions, four contributors, each known for their expertise in managing the accrediting process, will speak on the separate components of Standard III, Resources. These are:
- a. **Standard III A—Human Resources**, presenter **David Bugay**, Vice Chancellor for Human Resources, South Orange CCD
 - b. **Standard III B—Physical Resources**, presenter **Andy Dunn**, Vice Chancellor of Business Services, Foothill DeAnza CCD
 - c. **Standard III C—Technology**, presenter **Steven Crow**, Vice President for Business, Southwestern CCD

12:00 p.m. Lunch

1:00 p.m.

- d. **Standard III D—Financial Resources and the Financial Check List**, presenter **Ron Gerhardt**, Vice Chancellor for Finance and Administration, Peralta CCD
 - e.
- IV. **Writing The Evaluation Report:** **Michael Claire**, President of San Mateo College and an experienced Visiting Team leader, will provide his insights into a key aspect of the process, the Evaluation Report. His presentation will include:
- a. Writing Effective Recommendations
 - b. Articulating Findings and Recommendations
 - c. Writing Assignment

2:30 p.m. Refreshment Break

3:00 p.m. Conclusion, Q & A

The following links are available at ACBO.org under Events and Programs, Accreditation Workshop:

1. ACCJC Guide to Evaluating Institutions ---Standard III

http://www.accjc.org/wp-content/uploads/2013/08/Guide_to_Evaluating_Institutions_2013.pdf

2. ACBO Fall 2011 conference Accreditation Overview

<http://www.acbo.org/files/Accreditation%20Overview.pdf>

3. Rubric for Evaluating Institutional Effectiveness – Part II: Planning

http://www.accjc.org/wp-content/uploads/2011/10/CoverMemoAndRevisedRubric_10-28-2011.pdf

3. ACCJC Financial Evidence List

http://www.accjc.org/wp-content/uploads/2013/03/Required_Evidentiary_Docs_for_Financial_Review_ALL-MEMBER-INSTITUTIONS_3-5-13.pdf

5. ACCJC Team Evaluator Manual

http://www.accjc.org/wp-content/uploads/2013/08/Team_Evaluator_Manual_2013.pdf