Under the direction of the Accreditation Liaison Officer (ALO—currently the Vice President of Instruction), and working directly with the Director of Research, Planning and Institutional Effectiveness, and the Faculty Accreditation Liaison (FAL), the Co–Chair of a standard is responsible for reviewing the standards and gathering evidence for the accreditation process. Each standard will be co-chaired by a faculty and classified staff. The co-chair will be supported by a committee for each standard. The accreditation standards are as follows:

Standard 1: Institutional Mission and Effectiveness  
Standard 2: Student Learning Programs and Services  
Standard 3: Resources  
Standard 4: Leadership and Governance

This assignment begins Spring 2012 and continues through Spring 2014. The person selected for this position must be available for service for the entire period of time with no anticipated leaves.

Specific duties include, but are not limited to:

- Coordinating the activities of the assigned Standard Team in providing descriptions and documentation of evidence of activities related to the standard, including development of a process and time line for required documentation for the self-evaluation
- Coordination of Standard Team meetings (in-person or asynchronous)Attending ACCJC accreditation and other training sessions; communicating key points from training with the Standard Team and/or the college
- Where possible, early identification of deficiencies related to the standard for communication through the ALO and FAL to the college to allow for the college to address the identified areas
- Collecting and archiving supporting documentation and evidence using the agreed-upon standards.
- Preparing for the site visit
- Other duties as assigned by the ALO, FAL or Director of Research, Planning & Institutional Effectiveness

Qualifications: To successfully fulfill these responsibilities, the co-chair is expected to demonstrate several of the following:

- Ability to work with a Co-chair to coordinate activities related to the standard  
- Understanding of the purposes of accreditation, ACCJC standards and expectations, or willingness to learn  
- Ability to attend required training sessions  
- Ability to work at a significant level of detail and thoroughly research and document sources of information to support accreditation reports  
- Knowledge of major college and district committees and their work over several years  
- Ability to organize and facilitate groups of diverse stakeholders  
- Ability to effectively communicate orally and in writing, including the ability to edit written work of others to produce a stylistically consistent document  
- Ability to meet deadlines and work under pressure  
- Ability to work collaboratively with West Valley College and District on accreditation issues