

A. Approval

The Superintendent/President shall approve the application to all organizations that accredit Cabrillo College programs and shall notify the Governing Board of these approved accrediting organizations.

B. Funding for accreditation

1. The year prior to any accrediting visitation and report preparation, the program director shall notify the division chair of the upcoming accreditation so that budget allocations may be requested in a timely fashion within regular budget procedures.
2. The director shall provide estimates of expenses, including fees required by the accrediting agency, and travel expenses of the accreditation team.
3. The division chair shall submit the request for funding through the regular budget proposal process. Payments will be made following standard college fiscal procedures.

C. Administrative supervision of the process

1. The program director shall report regularly to the division chair regarding status of the application for accreditation, the date, time, and duration of the team visit, and the number of team members.
2. No later than one year prior to the self study submission deadline, the program director shall submit the plan for the self study process including timelines, tasks, responsibilities, organization, and structure.2. At least one month prior to the submission deadline, a draft of the accreditation report shall be reviewed by the division chairperson, appropriate dean of instruction and the Vice President, Instruction.
3. At least three months prior to the submission deadline, a draft of the accreditation self study shall be reviewed by the division chairperson, appropriate dean of instruction, and the vice president, instruction. At least one month prior to the submission deadline, a final draft of the accreditation self study shall be reviewed by the division chair, dean of instruction, vice president, instruction, and superintendent/ president.
4. The division chair shall inform the appropriate dean or deans and the Vice President, Instruction of progress of the accreditation process.
5. The vice president, instruction and the superintendent/ president shall sign the self study authorizing submission to the accrediting agency.
6. Meetings between team members and school officials shall be arranged as required by the accrediting agency and with the approval of the superintendent/president.

C. Recommendations of the accreditation team

1. The program director shall submit copies of accreditation team reports to the division chair, who shall forward them to the dean or deans and the Vice President, Instruction.

2. The program director shall submit a report describing actions taken or to be taken in response to recommendations in the accreditation report.
3. The program director shall submit appropriate requests through the division chair to secure funding, equipment, or services recommended by the accreditation report.
4. The program director shall submit an annual report on progress on meeting recommendations.

Revised: May 6, 1991