

Laney College

Expectations For Those Involved In The Self Evaluation Academic Years 2013-14 & 2014-2015

See the roles below of those most directly involved with the preparation of the Self Evaluation for Laney College. These descriptions serve to clarify expectations of those serving in the different capacities.

Accreditation Liaison Officer (ALO): Serves as the overall lead person for the Institutional Self Evaluation Steering Committee (Steering Committee) work; identifies the lead persons for the various groups; provides prior self study documents and Laney reports for review; provides direction for preparing the various drafts and time line to be followed; schedules the Steering Committee meetings and helps to establish the agenda; monitors progress of all groups and keep efforts moving forward; upon initiation of the Self Evaluation, identifies with the Steering Committee any gaps between the Standards and college performance in one/more areas and bring to the attention of the college President and others as appropriate so they can be addressed in a timely manner; submits various drafts to governance groups as appropriate and to the college President; submits final document, the Laney College Institutional Self Evaluation Report (the Report) to the College President; prepares the meeting room for the accrediting commissions' visiting team; arranges for computers and phone to be installed; prior to the site visit, collects and arranges exhibits for the visiting team; makes local arrangements for the visiting team prior to arrival at the college; secures support staff member to assists with the accreditation effort; and leads the assessment work of the Institutional Effectiveness Committee as it evaluates the efficacy of the Steering Committee with findings submitted to the College President.

Self Evaluation Faculty Co-Chairs: Conduct Steering Committee meetings and monitor progress of those focused on various standards; lead discussions to identify gaps between the Standards and Laney's status in light of specific Standards and communicate analyses to the ALO and others as appropriate; conduct review of the various drafts of the Self Evaluation by the Steering Committee as different sections of the Standards are submitted; compile drafts submitted for review by others and submit to the ALO. (Each Co-Chair will receive 50% release time.)

Co-Chairs for the Standards: Serve on the Steering Committee and attend meetings scheduled to begin in fall 2013 in Tower, Room 801; identify writing team members and assign them different portions of the Standard to address and advise writing team members in completion of various drafts; follow the timeline developed by the steering committee; submit completed work to the Self Evaluation Co-Chairs for review. (Each faculty Standard Co-chair will receive a stipend of \$2,000.)

Writing Team Members for Each Standard/Substandard: In a timely manner, gather data and review relevant documents, meet with individuals/groups as appropriate and prepare

drafts for various sections of the Standard assigned, as requested by the Standard Co-Chairs; adhere to the timeline established by the Steering Committee.

Editor: Provide one voice for the Self Evaluation after the final draft has been submitted; edit/proof entire document for review by the Steering Committee, various governance groups at the College, the College President and the District Chancellor and Board.

Institutional Effectiveness Committee: Helps the ALO identify the members of the Institutional Self Evaluation Steering Committee; supports the data gathering and gap analysis efforts; and assesses the efficacy of the efforts of the Steering Committee.

College Council: Reviews drafts of the Report; makes recommendations for enhancing the efficacy of the Report; and makes final recommendation for approval to the College President.

College President: Ensures development of the College's Institutional Self Evaluation Effort; reviews and provides feedback on the efforts of the Steering Committee and the resulting Report; ensures that the College Council reviews and makes recommendation for approval of final document; submits final Report to the Chancellor and Board of Trustees for their review and approval; and submits final Report to the Accrediting Commission for Community and Junior Colleges.

Update September 5, 2013