

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

S16-5, University Policy, Accreditation Review Committee

Legislative History:

At its meeting of March 7, 2016, the Academic Senate approved the following policy recommendation presented by Senator Shiflett for the Organization and Government Committee. SS-S12-1 (WASC Review Steering Committee) endorsed a WASC steering committee to serve through the accreditation cycle concluded in spring 2015. This policy formalizes the establishment of an accreditation review committee and a steering committee.

Action by University President: **Approved and signed by Interim
President Susan W. Martin on
March 12, 2016**

**University Policy
Accreditation Review Committee**

- Whereas: SS-S12-1 endorsed a WASC steering committee to serve through the accreditation cycle concluding in spring 2015; and
- Whereas: The previously endorsed WASC steering committee played a vital role in our recent accreditation review, and
- Whereas: WSCUC (WASC Senior College and University Commission) accreditation is a campus-wide responsibility, requiring broad participation, that must be led by the faculty; and
- Whereas: Faculty leadership for WSCUC accreditation should come from the Academic Senate; therefore be it
- Resolved: That the SJSU Academic Senate endorse the establishment of a special agency (Accreditation Review Committee) with the charge, responsibilities, and composition outlined in the attached guidelines; and be it further
- Resolved: That following approval by the president, this policy be implemented and an accreditation review committee established as soon as possible.

Background and Rationale: The institutional review process in recent years has evolved in a way that calls for an extended period of engagement in a process focused on meeting student learning goals. In the short term, the review committee is needed to

develop the campus response to concerns that emerged from the 2015 accreditation review and to prepare for the Fall 2017 WSCUC Special Visit. The special visit and a newly-required mid-term review are part of the next review cycle. Since the previous Senate resolution that established a steering committee expired with the recent completion of the accreditation review last spring, action is needed to establish a permanent special agency (accreditation review committee) to provide leadership to facilitate campus engagement in re-accreditation activities. In the longer term an accreditation review committee will be needed to meet interim WSCUC obligations including:

- Fall 2018 - Mid-cycle review preparation
- Spring 2019- Mid-cycle review by Commission
- Summer 2021- Submission of Institutional Report (Self-Study)
- Fall 2021 - Offsite review by Accreditation Team
- Spring 2022 - Accreditation visit by Visiting Team

Approved: 2/22/16

Vote: 8-0-0

Present: Laker, Shifflett, Beyersdorf, Becker, Gleixner, Grosvenor, Mathur, Romero

Absent: Curry

Financial Impact: Likely to include assigned time for the accreditation review committee chair; clerical and administrative support (e.g., for meetings, communication, preparation and distribution of materials); and costs associated with sending accreditation review committee members to relevant WSCUC training workshops and/or conferences.

Workload Impact: Increase in workload for members of the review committee and steering committee related to meetings, preparation of WSCUC reports, and support for WSCUC team visits.

Accreditation Review Committee and Steering Committee

1.0 Accreditation Review Committee

The accreditation review committee will be a special agency of the Academic senate. It is intended to serve a key role in meeting our WSCUC obligations and to provide leadership that fosters engagement in a review process focused on student learning and continuous improvement prior to, during, and after each review period.

1.1 Charge

The Accreditation Review Committee (hereafter the Review Committee) is charged with leading the campus in preparation for its accreditation review in accordance with the most current WSCUC Handbook of Accreditation.

1.2 Membership

The membership of the Review Committee shall be comprised of persons representing the following offices, units, and positions responsible for specific initiatives and programs relevant to the WSCUC accreditation process, including those who are in a position to implement approved institutional changes and initiatives, and who have knowledge of institutional needs, resources, and history, and who will serve as ambassadors to their units for accreditation activities.

- A faculty member serving as chair of the review committee
- Five at-large faculty
- 1 Department Chair
- The Chair of the Academic Senate (or designee) – EXO
- The faculty Director of Assessment - EXO
- Program Planning Committee Chair - EXO
- The Provost (or designee) – EXO
- 2 Cabinet Members designated by the President
- 1 staff member from Academic Affairs
- 1 staff member from Student Affairs
- 1 Dean from one of the seven academic colleges
- AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer) - EXO
- Director, Office of Institutional Effectiveness and Analytics - EXO
- The President of Associated Students or designee - EXO
- A member of the community, appointed by the President

1.2.1 Recruitment and Appointment of Members

Each non-ex officio member serves an initial 3-year term with reappointment possible throughout the current accreditation cycle. Recruitment of applicants to serve on the Review Committee will be done through the normal Committee on Committees process for the seats designated for an academic dean, chair, faculty at large members, and staff members. For administrator-designated seats, the Senate will request from the appropriate administrator their appointee. The faculty chair for the Review Committee will be selected by the Provost in consultation with the Senate Executive Committee and will serve a 3-year term with re-appointment possible for the duration of the accreditation review period to provide continuity in leadership. When there are multiple applications for other seats the Executive Committee of the Academic Senate will select individuals to serve. In considering potential Review Committee members, attention should focus on the person's prior experience with institutional and/or program accreditation, assessment, program planning, related campus leadership, and commitment to representing the diversity of the campus. All applicants/nominees for positions other than those designated ex-officio or those that are administrative appointees shall submit a brief statement of interest which highlights relevant skills and experiences.

1.2.2 Interim Appointments.

When a seat will be vacant for no more than one semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

1.2.3 Replacing Members

Replacement of committee members shall follow the procedures provided in Senate bylaw 6.12.

1.3 Responsibilities of the Accreditation Review Committee

- Develop a campus preparation and implementation plan that responds to the directions given to the campus in previous WSCUC Commission letters and WSCUC accreditation review reports.
- Oversee campus preparations to meet the requirements of WSCUC review committee site visits (including special visits).
- Oversee campus preparations to meet the requirements of the Institutional Review process as specified by WSCUC.
- Generate institutional reports and materials needed to meet WSCUC requirements and respond to questions from WSCUC regarding written reports.
- Establish a steering committee in accordance with the guidelines in section 2.0.
- Create task forces and/or sub-committees as it deems appropriate to facilitate

broad participation and engagement in the accreditation review process.

- Engage diverse voices in the reflection and analysis of information collected and reported to WSCUC.
- Participate in periodic meetings each semester to set meeting schedules, task force compositions and assignments, milestones, and related planning and preparation goals and processes.
- Communicate to all campus constituents' information regarding accreditation activities and priorities.
- The Review Committee chair will annually prepare the summary report required of all special agencies and submit that report to the Senate.
- Following each site visit, the Review Committee chair will prepare a report summarizing the feedback from the WSCUC review team and make the report widely available.

2.0 Steering Committee

A steering committee is needed to (a) provide guidance and direction to the larger review committee, (b) to ensure that steady progress is made toward established goals, and (c) to ensure that WSCUC-established deadlines are met.

2.1 Charge

The Steering Committee will guide the timeline and work of the Review Committee. This committee will also be responsible for facilitating communication among the various campus groups that will need to both receive and provide accreditation-related information during an accreditation review period. These groups will include, but are not limited to the Budget Advisory Committee, Strategic Planning Steering Committee, and Academic Senate.

2.2. Membership

The membership of the Steering Committee shall be comprised of representatives from the review committee and individuals in positions relevant to the accreditation review process, including those who are in a position to implement approved institutional changes and initiatives, and have knowledge of institutional needs, resources, and history.

- Steering Committee members:
 - The faculty chair of the Accreditation Review Committee
 - The Provost
 - The AVP of Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer)
 - The Director of Office of Institutional Effectiveness and Analytics

- Program Planning Committee Chair
- The Chair of the Academic Senate (or designee)
- President or administrator serving as designee

2.2.1 Appointment of Members

The faculty chair of the Accreditation Review Committee will chair the Steering Committee. Review committee members serving on the steering committee have the same appointment terms as that associated with their review committee membership and can be reappointed to serve throughout the current accreditation cycle. Administrative appointees shall serve for the duration of the accreditation review period.

2.2.2 Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

2.2.3 Replacing Members

Replacement of committee members shall follow the procedures provided in Senate bylaw 6.12.