

## **Accreditation & Institutional Quality (AIQ) Committee Co-Chair**

The co-chair for AIQ will be a full-time faculty member, selected by the Executive Board of the Academic Senate. This position is a 3-year commitment and includes reassigned time or stipend as determined by the College President and Academic Senate.

### **General Co-Chair Responsibilities:**

Review and understand the committee charge.

Be involved in the bi-annual reporting of the Strategic Directions.

Establish annual goals and develop action plan for the next year.

Assist in the development of the agenda, prepare discussion and final reports.

Act as liaison to the Academic Senate, and keep the Senate informed about the committee recommendations and procedures.

Initiate the discussion of relevant issues, even if apparently unpopular, and support others on the committee who wish to discuss such issues.

### **Accreditation & Institutional Quality Co-Chair Responsibilities:**

Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports.

Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators.

Be involved in the bi-annual reporting of the Strategic Directions.

Inform, engage, and involve the college community in accreditation and institutional effectiveness.

Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.

Develop a timeline and meeting schedule for accreditation development.

Attend campus and statewide accreditation workshops/conferences.