**Gavilan College**

**Committee on Accreditation**

**Bylaws**

**ARTICLE I**

**1.1 NAME**

This committee shall be known as Committee on Accreditation and is an **institutional standing committee,** reporting to the President’s Council.

**ARTICLE II**  
**2.1 PURPOSE**

The purpose of this committee is to lead and monitor the college’s Accreditation processes, including the preparation of the college’s institutional self-evaluation and other reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC), and to keep the President’s Council apprised of reporting status and progress.

* 1. Guide the college through self-evaluation and prepare for the accreditation team site visit
  2. Monitors the college’s progress in addressing Standards of Accreditation
  3. Prepares annual report on college’s progress in meeting Accreditation Standards and sets an agenda for activities regarding Accreditation
  4. Leads in planning and prepares the mid-term reports to the ACCJC
  5. Monitors trends and practices on issues within the committee’s scope and communicates them to the college

**ARTICLE III**  
**3.1 MEMBERSHIP**

Membership shall be appointed by the represented campus groups.

3.1.1 Two levels of membership shall exist; the foundational committee shall consist of ten members who will have committee voting rights. These ten members comprise the working committee, with their term beginning after the submission of the mid-term report.  Membership shall consist of representatives or appointees from the following areas:

**Foundational Members:**

Vice President, Academic Affairs/ Accreditation Liaison Officer (ALO); Committee Chair

Coordinator, Planning and Institutional Effectiveness

One (1) Classified Professional appointed by the CSEA President  
Two (2) Faculty Senate Representatives appointed by the Academic Senate  
One (1) Student Body representatives appointed by the ASGC President  
Two (2) Administrative Council Representative appointed by the Superintendent/President  
Two (2) Supervisor/Confidential Representative appointed by the Directors and Confidential Council

When necessary in the Accreditation cycle, **additional non-voting members** of at least one management member and at least one faculty (where appropriate) or at least one classified/confidential member to serve as leads for each of the Accreditation Standards or Sub-Standards:

* Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
* I.A. Mission
* I.B. Assuring Academic Quality and Institutional Effectiveness
* I.C. Institutional Integrity
* Standard II: Student Learning Programs and Support Services
* II.A. Instructional Programs
* II.B. Library and Learning Support Services
* II.C. Student Support Services
* Standard III: Resources
* III.A. Human Resources
* III.B. Physical Resources
* III.C. Technology Resources
* III.D. Financial Resources
* Standard IV: Leadership and Governance
* IV.A. Decision-Making Roles and Processes
* IV.B. Chief Executive Officer
* IV.C. Governing Board

* + 1. Advisory resource members shall be solicited by the Vice President, Academic Affairs or designee as appropriate.
    2. The committee members, except for the Standard committee co-chairs and student representative, agree to serve a two-year term based on a July 1/ June 30 academic year cycle and attend regularly scheduled meetings. Members have the opportunity to extend participation for additional terms and membership is renewable through the accreditation cycle.
    3. The ASGC representative will serve a one-year term.
    4. Appointees with subject-area expertise may be requested from the representative groups.
    5. Appointments shall be made at the end of the academic year for the upcoming year, or upon resignation of a member.
    6. This committee shall be co-chaired. One Chairperson shall be the ALO or designee. The second co-chair shall be selected by the committee membership by vote.
    7. The recorder shall be the executive assistant assigned to the ALO.

**3.2 SUBCOMMITTEES**

3.2.1 Subcommittees will be appointed as necessary

**ARTICLE IV**  
**4.1 MEETINGS**

4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. The

minimum is at least one meeting monthly.  
4.1.2 Special meetings may be called by the Chairperson.  
4.1.3 Meetings shall be open to the college.  
4.1.4 Decisions shall be reached through a majority vote of those committee members present and voting.  
4.1.5 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other

written committee business shall be assigned and coordinated by the executive assistant assigned

to the ALO.

**ARTICLE V**  
**5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE**

Robert’s Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

5.1.1 A quorum shall exist when 6 out of the 10 voting membership are present.

5.1.2 Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the

committee shall use majority vote of members present and voting as its voting method.  
5.1.3 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments

shall be adopted by a majority vote of the voting membership.