

PURPOSE

Third-party accreditations are an important aspect of instruction at the district. These accreditations strengthen the credibility of our programs. Since the third-party accreditation process is robust, three primary areas of the process are included in this procedure:

- Initial Application for Third-Party Accreditation
- Reaffirmation of Third-Party Accreditations
- Responses and/or Reporting to Third-Party Accreditation Agencies.

APPLICABILITY

This procedure applies to all third-party accreditations for instructional programs in the district.

INITIAL APPLICATION FOR THIRD-PARTY ACCREDITATION

Determine the strategic objective. The program/discipline faculty, dean, vice president, president, and possibly district level instructional leaders together determine that third-party accreditation for a program aligns with the mission of the institution.

Identify the appropriate agency and initiate the process. The program/discipline faculty or other appropriate leader identifies the appropriate third-party accreditation agency, notifies the Chief Academic Officer (CAO) or designee of intent to pursue third-party accreditation, and then upon approval, initiates contact with the appropriate third-party accreditation agency. The CAO can modify or halt the pursuit of third-party accreditation at any point in the process.

The CAO will notify the Chancellor that the program is seeking third-party accreditation, as an information item.

A planning meeting regarding the self-study will be held and all responsible parties will be identified.

Should there be the determination to discontinue the initial application process the CAO will notify the program/discipline with justification in writing.

Complete the self-study. The CAO or designee will ensure that documents required from IR and other MCC offices are provided to the program/discipline within five (5) days of the request. The program/discipline faculty, along with any other appropriate leaders, will complete the self-study and submit it for review to the dean of instruction, vice president and campus president. When the campus president is satisfied, the campus president submits the self-study to the CAO or designee. The CAO or designee will respond with any necessary feedback, and when satisfied, authorize submitting the

self-study to the third-party accreditation agency as well as sending an approved copy by the CAO to the Chancellor.

If a response to the self-study is required, the program/discipline faculty, in collaboration with the dean of instruction, vice president, campus president, and CAO or designee will make any necessary changes and resubmit the report.

With regard to report content and accreditation standards, the program faculty or other content expert(s) will have initial oversight, verification of accuracy in reporting, and agreement of correction to material content.

Facilitate the initial onsite visit. If accepted by the third-party accrediting body, the program/discipline faculty, in collaboration with the dean of instruction, vice president, campus president, and CAO or designee, will facilitate the initial onsite visit. The campus president's office will in collaboration with the program/discipline faculty coordinate travel arrangements for the accrediting team. The Director of Campus Operations will coordinate with the program/discipline to ensure that facilities are up to accreditation codes prior to the site visit.

The response to the onsite visit report (if required) will be managed by the program/discipline faculty in consultation with the dean of instruction, vice president and campus president. The response will be submitted to the CAO, who will have five (5) business days for review, comment and approval.

Document the outcome. When the final report/outcome is received, the campus program faculty is responsible for ensuring that the CAO receives the official notification. Copies of all documents will be maintained in a centralized secure database that is accessible to CAO personnel.

The CAO will notify the chancellor of the outcome as an information item.

REAFFIRMATION OF
THIRD-PARTY
ACCREDITATIONS

Initial organization. The program/discipline faculty will organize a planning meeting regarding the self-study. The dean of instruction, vice president, campus president, and CAO or designee will be notified, invited, and provided with the basic information regarding requirements, timeline, personnel, proposal agenda and current status of the third-party accreditation for the program.

The self-study. The program/discipline faculty will lead the self-study team in consultation with campus leadership. The self-study

will be reviewed simultaneously by the dean of instruction, vice president, and campus president within five (5) business days. With the president's approval, the self-study can be submitted to the CAO for a five (5) business-day review and approval.

Following the 10-day administration review process, the self-study will be sent to the third-party accreditation agency.

With regard to report content and accreditation standards, the program faculty or other content expert(s) will have initial oversight, verification of accuracy in reporting, and agreement of correction to material content.

If a response to the accrediting body is required, the program/discipline faculty will lead the self-study team in responding appropriately and maintaining communication with the dean of instruction, vice president and campus president. The response will be submitted to the CAO or designee for a five (5) business-day review and approval prior to sending to the third party accreditor.

Copies of all documents, or passwords for electronic access to accreditation reports, will be maintained in a centralized secure database that is accessible to CAO personnel.

The CAO will update the Chancellor who will, in turn, inform the Board of Trustees as an information item.

Facilitate any onsite visit. If required by the third-party accrediting body, the program/discipline faculty, in collaboration with the dean of instruction, vice president, campus president, and CAO or designee, will facilitate any onsite visit. The campus president's office in collaboration with the program/discipline faculty will coordinate travel arrangements for the accrediting team. The Director of Campus Operations will coordinate with the program/discipline to ensure that facilities are up to accreditation codes prior to the site visit.

The response to the onsite visit report (if required) will be managed by the program/discipline faculty, in consultation with the dean of instruction, vice president and campus president. The response will be submitted to the CAO, who will have five (5) business days for review, comment and approval.

RESPONSES AND/OR
REPORTING TO
THIRD-PARTY
ACCREDITATION
AGENCIES

Tracking. The District Instruction Office will maintain a current list of programs/disciplines with third-party accreditation agencies, MCC program/discipline faculty in charge of program accreditation, and dates of upcoming accreditation reports/site visits. To effectively manage this process, the program must keep the District Instruction Office informed of any changes, notifications, modifications requested from the third-party accreditor. The program coordinator and CAO or designee will meet annually to coordinate program needs for performance and accreditation.

Accreditation reporting. The CAO or designee will contact the program/discipline faculty six (6) months prior to the accreditation reporting due date to outline steps in an effort to preserve ongoing third-party accreditation.

The program/discipline coordinator will lead the effort to prepare the needed information and handle communication, keeping the dean of instruction, vice president, and campus president or designee informed on the status of preparation. The campus president will contact the CAO or designee with any concerns as needed.

The final draft of the response/report will be simultaneously reviewed within five (5) business days by the dean of instruction, vice president and campus president or designee. With the president's approval, the response will be submitted to the CAO for approval. The CAO will provide a response within five (5) business days. Upon approval, the program/discipline coordinator or other appropriate leader will submit the response/report to the third-party accreditation agency, and copy the CAO.

The CAO will notify the Chancellor as an informational item.

Copies of all documents, or passwords for electronic access to accreditation reports, will be maintained in a centralized secure database accessible to CAO personnel.