BP 3200  EXTERNAL PROGRAM ACCREDITATION

Allan Hancock College programs are reviewed periodically. Although the district seeks full accreditation through the Western Association of Schools and Colleges, some individual programs may be required or may find it desirable to meet national and/or state standards of quality. Therefore, external accreditation may be sought in order for programs to achieve consistency and standardization as defined by a core of professionals in the specific discipline.

College programs seeking external accreditation must receive prior approval from the superintendent/president. As part of the accreditation process, program directors/coordinators must comply with the procedures set forth in the administrative procedure 7950-01 3200.

Adopted: 2/21/95
Revised: 4/25/01
Revised:

(Replaces Board Policy 7950)
AP 3200  EXTERNAL PROGRAM ACCREDITATION

A. Approval

The superintendent/president shall approve the application to all organizations that accredit Allan Hancock College programs and shall notify the Board of Trustees of these approved accrediting organizations.

B. Funding for Accreditation

1. The year prior to any accrediting visitation and report preparation, the program director/coordinator shall notify the appropriate dean in charge of the area of the upcoming accreditation so that budget allocations may be requested in a timely fashion within regular budget procedures.

2. The director/coordinator shall provide estimates of expenses, including fees required by the accrediting agency, and travel expenses of the accreditation team.

3. The director/coordinator via the appropriate dean shall submit the request for funding through the regular budget proposal process. Payments will be made following standard college fiscal procedures.

C. Administrative Supervision of the Process

1. The program director/coordinator shall report regularly to the appropriate dean regarding status of the application for accreditation, the date, time, and duration of the team visit, and the number of team members.

2. No later than one year prior to the self study submission deadline, the program director/coordinator shall submit the plan for the self study process including time lines, tasks, responsibilities, organization, and structure.

3. At least two months prior to the submission deadline, a draft of the accreditation self study shall be reviewed by the department chair,
appropriate dean, and vice president. At least one month prior to the submission deadline, a final draft of the accreditation self study shall be reviewed by the appropriate dean, vice president, and the superintendent/president.

4. The department chair/coordinator shall inform the appropriate dean and vice president of progress of the accreditation process.

5. The superintendent/president shall sign the self study authorizing submission to the accrediting agency.

6. Meetings between team members and school officials shall be arranged as required by the accrediting agency and with the approval of the superintendent/president.

**Recommendations of the Accreditation Team**

1. The program director/coordinator shall submit copies of accreditation team reports to the appropriate dean who shall forward them to the appropriate vice president.

2. The director/coordinator shall submit an annual report on progress on meeting program director/coordinator shall submit a report describing actions taken or to be taken in response to recommendations in the accreditation report.

3. The program director/coordinator shall submit appropriate requests through the appropriate dean to secure funding, equipment, or services recommended by the accreditation report.

4. The program recommendations.

Approved: 2/21/95
Revised: 4/25/01
(Replaces Administrative Procedure 7950.01)