



HARTNELL COMMUNITY COLLEGE DISTRICT ACCREDITATION COUNCIL HANDBOOK

VISION STATEMENT

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

MISSION STATEMENT

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS

- *Students First*

We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, leadership, and success?”

- *Academic and Service Excellence*

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- *Diversity, Equity, and Inclusion*

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- *Ethics and Integrity*

We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- *Alliances*

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- *Leadership and Empowerment*

We commit to growing leaders through opportunity, engagement, and achievement.

- *Innovation*

Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

- *Stewardship of Resources*

We commit to effective utilization of human, physical, financial, and technological resources.

- *Health, Safety, and Security*

We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

All Governance Council meetings will be conducted using Robert's Rules of Order. The College Planning Council will have authority for the following aspects of the Governance System and for establishing the following general operating procedures for all Councils.

- Member Responsibility and Expectations for Participating in Governance
- Voting to Recommend Action/Approval
- Purpose of Each Council
- Establishing and Discontinuing Governance Councils
- Determining Required Membership Categories for Each Council
- Procedure for Placing Items on Agendas
- Reporting (To Whom or Which Group Recommendations are Forwarded)
- Providing and Updating the Handbook Template for all Governance Councils
- Process for Evaluation of Councils and Governance System Effectiveness

STRATEGIC PLAN 2019-2024 CORE OUTCOMES

Core Outcome 1 - Degree/Certificate Completion

Core Outcome 2 - Degree/Certificate Completion Efficiency (Units & Time)

Core Outcome 3 - Transfer to Four-Year Institutions

Core Outcome 4 - Student Employment Following Training and/or Degree/Certificate Completion

MEMBERSHIP (and terms of service)

- ◇ Accreditation Liaison Officer (Council Co-chair, permanent)
- ◇ 1 Faculty (current member elected by the Council to serve as Council Co-Chair; 2-year term)
- ◇ 1 Faculty Co-Chair for Institutional Accreditation Reports (~~serve until the college organizes for next self-evaluation process~~ **faculty terms of service will be timed so that each serves for half of the accreditation cycle. The first term runs from the beginning of the accreditation cycle until the midterm report is accepted. The second term will start when the midterm is submitted and runs until the response to the ISER is received.**)
- ◇ Academic Senate President or designee (permanent)
- ◇ Dean of Institutional Planning and Effectiveness (permanent)
- ◇ Co-chairs for Standards (~~current co-chairs serve until the college organizes for next self-evaluation process~~ **faculty terms of service will be timed so that each serves for half of the accreditation cycle. The first term runs from the beginning of the accreditation cycle until the midterm report is accepted. The second term will start when the midterm is submitted and runs until the response to the ISER is received.**)
- ◇ 1 Part-Time Faculty (1-year term, to be appointed by Academic Senate,)
- ◇ 3 Classified (2 CSEA, 1 L-39, 2-year term, to be selected by CSEA and L-39,)
- ◇ 1 Manager, Supervisor, or Confidential (2-year term, to be selected by Superintendent/President,)
- ◇ 2 Students (to be selected by ASHC)

MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE

- ◇ Council members are responsible for keeping their constituent groups informed about Council actions and matters under review and consideration.
- ◇ Council members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.
- ◇ Council members commit to preparing in advance of meetings, and to participating fully in

- ◇ Council meetings.
- ◇ Council members commit to engaging in civil and respectful discussion, debate, and deliberation.
- ◇ Council members commit to working toward consensus in Council deliberations prior to taking action. Council members reserve their right to cast an independent vote.

FREQUENCY OF MEETINGS

At least once per semester and as needed (more frequent when self-evaluation process begins or when needed as a result of preparing progress reports, etc.).

VOTING TO RECOMMEND ACTION/APPROVAL

Recommend action/approval: The Accreditation Council shall be governed by Robert's Rules of Order, latest revised edition.

PURPOSE

To implement, monitor, review, evaluate, and revise college accreditation activities and procedures in accordance with ACCJC Accreditation Standards, Policies, and Eligibility Requirements.

RECEIVES INFORMATION FROM

The following sources appropriate to the work of the Council, including but not limited to: employees, students, other councils and committees, Academic Senate, program reviews, SLOs, accreditation, performance indicators, site visits, institutional effectiveness outcomes, existing plans and initiatives, labor market information, community and partner input, other trends and/or forecasts.

MAKES RECOMMENDATIONS TO

College Planning Council
Other Councils, Committees, Academic Senate

AGENDAS

The chairs and/or co-chairs develop the agenda for council meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

COUNCIL RESPONSIBILITIES

1. ACCREDITATION

- ◇ Serve as the steering committee for the accreditation process.
- ◇ Provide leadership in the development, planning, preparation, and completion of accreditation self-evaluation report.
- ◇ Promote a campus culture that is focused on accreditation, inclusive of but not limited to institutional activities that foster assessment, evidence building, and continuous improvement.
- ◇ Ensure compliance with ACCJC Standards, Policies, and Eligibility Requirements.
- ◇ Remain knowledgeable of current and pending changes related to accreditation.
- ◇ Monitor completion of self-identified planning agenda items from self-evaluation.
- ◇ Monitor completion of recommendations contained in action letter from ACCJC.
- ◇ Monitor timely completion of all required accreditation reports including: self-evaluation, midterm report, progress reports, substantive change, annual report, and any other required reports.

2. BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

- ◇ Review and recommend for approval new or revised Board policies and administrative procedures related to accreditation.

3. PROFESSIONAL DEVELOPMENT

- ◇ Promote staff development activities for employees to improve effectiveness related to

accreditation.

- ◇ Make recommendations for Flex Day activities related to accreditation.

4. EVALUATION OF COUNCIL EFFECTIVENESS

- ◇ Conduct evaluation of the effectiveness of the Council every 2 years.