



## **Accreditation Steering Committee Charter for 2014-2016 (Approved by PCC July 24, 2014)**

### **Mission**

The Accreditation Steering committee is a standing committee of the Pierce College Council. The committee provides overall leadership and management of the College's accreditation and ACCJC related matters including internal reporting on accreditation activities and status.

### **Membership**

1. Accreditation Liaison Officer (\*)
2. Faculty Accreditation Coordinator
3. Academic Senate President
4. Pierce College Council Chair
5. Vice President, Academic Affairs
6. Vice President, Administrative Services
7. Vice President, Student Services
8. Academic Policy Committee Chair or Designee
9. Distance Education Coordinator
10. College Outcomes Coordinator
11. Dean of Institutional Effectiveness or Designee
12. Dean of Academic Affairs or Student Services (\*\*)
13. Student Representative
14. AFT Local 1521 Representative
15. AFT Local 1521A Representative
16. Teamsters Representative
17. SEIU Local 721 Representative
18. SEIU Local 99 Representative
19. Building and Construction Trades Council Representative (BCTC)
20. Unrepresented Managers and Confidential Employees Representative

(\*) The Accreditation Liaison Officer may be one of the Vice Presidents.

(\*\*) Appointed by the College President following the selection of a Teamster Representative

### **Resource Membership**

21. College Librarian
22. Director of Facilities

23. Institutional Effectiveness Office
24. College Web Architect

Other resource persons may be asked to participate in the committee as needed.

### **Operation**

- The Accreditation Liaison Officer and the Faculty Accreditation Coordinator shall serve as Co-Chairs of the Accreditation Steering Committee.
- Attendance is mandatory. After two consecutive absences the constituent group will be notified in writing so it may take appropriate action to ensure its interests are fully represented.
- Proxy votes are allowed provided the Co-Chairs are informed of the substitution at least 24 hours ahead of the meeting and that the proxy is not used more than twice in a semester.
- Minute-taking will be rotated among committee members.
- The committee will determine the frequency of meetings in response to the Accreditation Timeline. At a minimum, the committee shall meet once a month.

### **Term of service**

The committee will validate membership on an annual basis during the spring semester for the following academic year.