

A. Approval

The Superintendent/President shall approve the application to all organizations that accredit Santa Rosa Junior College programs and shall notify the Board of these approved accrediting organizations.

B. Funding for Accreditation

1. The year prior to any accrediting visitation and report preparation, the program director shall notify the supervising administrator of the upcoming accreditation so that budget allocations may be requested in a timely fashion within regular budget procedures.
2. The director shall provide estimates of expenses, including fees required by the accrediting agency, and travel expenses of the accreditation team.
3. The supervising administrator 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 shall report regularly to the supervising administrator regarding status of the application for accreditation, the date, time, and duration of the team visit, and the number of team members.
2. At least one month prior to the submission deadline, a draft of the accreditation report shall be reviewed by the supervising administrator, appropriate dean of instruction and the Vice President of Academic Affairs.
3. The program director shall inform the appropriate dean or deans and the Vice President of Academic Affairs of progress of the accreditation process. The Vice President shall keep the Superintendent/President informed. .
4. Meetings between team members and school officials shall be arranged as required by the accrediting agency.

D. Recommendations of the Accreditation Team

1. The program director shall submit copies of accreditation team reports to the supervising administrator, who shall forward them to the dean or deans and the Vice President of Academic Affairs.
2. The program director shall submit a report describing actions taken or to be taken in response to recommendations in the accreditation report. Requests for curriculum changes, staffing, equipment, budget augmentations, etc., shall be submitted through the normal college processes.