



TEAM CHARTER

TEAM NAME: Accreditation Committee
TEAM LEADER: Chief of Staff
ADROVED: October 17, 2018

Charter Summary:

This charter shall constitute the structure, operation, membership and responsibilities of the Accreditation Committee.

Purpose of the Accreditation Committee:

Work to ensure the College is fulfilling accreditation requirements as outlined by the Higher Learning Commission (HLC) to fulfill the 10 year Open Pathway cycle.

Desired Outcomes:

- Assist in preparing the Assurance Filings including drafting the Argument and gathering supporting evidence;
- Assist in recommending the Quality Initiative Proposal;
- Work within assigned sub-teams as needed to gather evidence for the five criteria for accreditation;
- Provide support to the College in preparation for HLC Team Site Visits during the Comprehensive Evaluation;
- Provide information, as requested, for the Quality/Excellence Monitoring Report presented on an annually to the College's President and Board of Trustees.

Charter Contribution to Advancing the College Mission, Vision, Values & Beliefs:

The Committee agrees to live out the four Mission documents of the College while undertaking this work. By virtue of the work itself required by HLC, the Committee will be providing evidence that the institution's mission is clear and articulated publicly and broadly understood within the institution and guides its operations.

Decision-Making Context and Scope:

The Committee will bring forward for recommendation the following required items: Assurance Review documents/evidence, Quality Initiative Proposal, Comprehensive Evaluations and any additional Requested Monitoring Reports or responses as requested by the Higher Learning Commission.

Note: The President and Board of Trustees are the final authority for matters involving budget, accreditation, strategic planning and operations.

Identification of Key Customers/Stakeholders and Their Requirements:

Key Customers/Stakeholders

Jackson College Board of Trustees
President's Office
Higher Learning Commission
College Faculty
Leadership Council and Administration
Community members

Input Methods

All Accreditation Requirements
All Accreditation Requirements
All Required Documents
Curriculum and Assessment data
Responses to HLC documents
Advisory and engagement
information

Membership/Charter Leadership:

- Membership in the Accreditation Committee is obtained through special invitation/appointment by the President;
- Membership shall be representative of the College's services and programs and shall reflect the diversity and demographics of the College;
- Membership shall include: and
 - Standing members – Appointed as a job function; and
 - Term Limited committee Members – Appointed to assist with the compilation of the Assurance Review, Comprehensive Evaluation or other requested reports. These terms may be continued so long as supported by the President. Terms will be 10 years unless otherwise indicated.
- Current Membership includes:
Standing Members
 - Faculty Member (Co-Chair)
 - Chief of Staff (Co-Chair)
 - Institutional Effectiveness Department member (s)
 - Peer Reviewer(s)

Term-Limited

- Faculty
- Administration
- Staff

Ad-Hoc

- Leadership Council Members

Meetings

- Regular Meetings – Minimum of once quarterly
- Special Meetings – As requested by the President or required to complete the work of the body.
- Sub Committee Meetings – As needed to fulfill work.