

**San Diego Miramar College  
Professional Development Opportunity  
Accreditation Mid-term Report  
Steering Committee Faculty Co-chair**

**Spring 2020-Fall 2020**

**Open to All Tenured Faculty**

This assignment is compensated 40% release time during spring 2020 and fall 2020 semesters, respectively. Interested faculty willing to be considered should be able to demonstrate most of the following criteria:

- Past experience in accreditations, such as serving on or chairing previous accreditation standard committees or visiting other colleges;
- Evidence of successful completion of long-term projects;
- Demonstrated successful leadership, organizational, writing and communication skills;
- Ability to facilitate problem-solving in diverse groups; Ability to reconcile difference among diverse groups;
- Demonstrated knowledge and experience with policies, processes, and procedures at the college and district level;
- Broad background and experience in college activities, such as serving on the Academic Senate, Curriculum Committee, Academic Affairs committee, etc.
- Demonstrated commitment to and broad understanding of institutional effectiveness and student success endeavors, such that students are learning (outcomes) and achieving their educational goals (achievement).

**Application Procedures:**

Faculty members who are interested in the above professional development opportunity should submit a letter of interest indicating their experience and qualifications along with a current resume to the College Accreditation Liaison Officer (ALO), Dean of PRIE, Library and Technology and the Academic Senate President Laura Murphy, by Friday, 11/1/19. The Academic Senate President and ALO will analyze the strengths and weaknesses of the applicants, and a recommendation will be forwarded to the Interim President for the final decision. The successful candidate will be notified by Wednesday, 11/13/19.

All interested applicants are encouraged to consult with their respective supervisor with regard to any concerns about individual or department level impacts to workload. For further information, please contact call ALO Daniel Miramontez at ext. 7333, or Laura Murphy, the Academic Senate President, at ext. 7539.

**Responsibilities of the Steering Committee's faculty co-chair will include the following:**

Together with the college's Accreditation Liaison Officer (ALO), the Dean of PRIE, Library and Technology) serve as the mid-term's Steering Committee Co-Chair;

- Two semester (spring 2020 & fall 2020) commitment to the mid-term report;
- Develop and maintain working relationships with all areas (i.e., Divisions and/or constituencies) of the college, with the mid-term Steering Committees at Mesa and City Colleges, respectively, and with the District Office;
- Assist with the writing, production, circulation, and modification of compilations and drafts of the mid-term document;
- Attend training sessions provided by the Accrediting Commission;
- Coordinate and moderate work of the identified writing teams;
- Assist with the planning and implementation of organizational meetings of writing teams;
- Editing and writing of the mid-term document, starting with the first draft compiled by the Steering Committee Co-Chairs and all the primary materials provided by the writing teams;
- Ensuring that the report reads as a coherent text and that it is clear and succinct without excessive repetition and redundancies across the various sections of the report.

Clerical support will be provided through the Office of the PRIE, Library & Technology Dean, College ALO.