

MSCHE Accreditation Working Group Vice-Chair Charge

A working group will consist of a Chair, a Vice-Chair, 3-4 other members, who should be drawn from faculty, staff, and administration, and one student. The working group vice-chair will serve from the Spring semester 2023 through the site visit, anticipated to be in Spring 2025. The working group vice-chair is expected to be able to serve for the duration of the Self-Study process. In the event that a Working Group chair cannot serve for the duration, the Vice-Chair will then serve as Chair, and then become a member of the Steering Committee. For the semesters for which the working groups will function, the working group vice-chair will receive \$2500/semester. Summer work may be required.

Working Groups will be established for each of the seven [accreditation Standards](#).

The Working Group Vice-Chair will have the following responsibilities:

1. Work with the Self-Study Steering Committee Co-Chairs, Provost, and Working Group Chairs (the Steering Committee) to provide feedback on self-study institutional priorities and outcomes, and working groups lines of inquiry.
2. Serve as the primary person tasked with maintenance of the Working Group's Canvas module.
3. Serve as the person responsible for maintenance of the evidence inventory for the Working Group.
4. In coordination with the Working Group Chair, arrange for and lead working group meetings, conducted as often as necessary to accomplish the work of the working group.
5. Serve as a substitute on the Steering Committee for the Working Group chair should they be unable to attend a meeting.
6. Serve as a Working Group chair, should the original chair be unable to serve until the conclusion of the self-study.
7. Ensure that comprehensive minutes are taken at each Working Group meeting and shared with the Steering Committee.
8. Participate in the communication of the Self-Study process to college constituencies, as needed.
9. Contribute to the drafting of the Self-Study Design (Spring 2023) and Self-Study Report (Spring 2024).
10. Assist with the evaluation of evidence and data, relevant to the Standard and priority, and assist with the consultation of appropriate constituencies and stakeholders.
11. Assist with the development of recommendations and action steps relevant to the findings of the working group and its evaluation of the Standard.
12. Participate in on-site accreditation team's visit.