

MSCHE Accreditation Working Group Charge

Working Groups have been established for each Standard. Each Working Group has a Chair and a Vice-Chair, each of whom has designated responsibilities for facilitating the duties of the Working Group. Working groups will consist of a Chair, Vice-Chair, and 3-5 additional members, depending upon the Standard. Members will be drawn from faculty, staff, administration, and depending upon the Standard, students and members of the Board of Trustees.

Working Group leaders will work with the Steering Committee co-chairs to identify members and are encouraged to include members from the YCP community who may be less familiar with the area covered by the Standard in order to provide the Working Group with an outside perspective, as they construct and explain their findings.

Working Groups will also consist of members of the YCP community with a range of years employed by the college, in order to involve newer members of the YCP community in the self-study work.

Responsibilities: The primary responsibilities of the Working Group are 1) to identify and evaluate data and evidence that allows the Working Group to explain how the institution is meeting their assigned Standard and Requirements of Affiliation, and 2) to write a report for the Steering Committee that details their analysis with specific reference to the data and evidence used. To accomplish this, the Working Group will:

1. Develop a thorough understanding of the Standard of Accreditation and its criteria and the Requirements of Affiliation.
2. Identify sources of data and evidence that can be used to support evaluation of the College's compliance with the Working Group's Standard.
3. Consult with stakeholders to evaluate how the institution meets the Standard and Requirements of Affiliation.
4. Use the Working Group's analysis to address the Self-Study priorities, outcomes, and specific lines of inquiry developed for each Working Group.
5. Meet deadlines as established by the Steering Committee for submitting updates and interim reports to the Steering Committee.
6. Participate in stages of the process, including Accreditation Team site visits.
7. Meet at least once monthly, or more frequently as necessary, in order to complete the Working Group's contribution to drafts of the Self-Study. Meetings may be in person or by Zoom, at the choice of the Working Group Chair and Vice-Chair.
8. Collaborate with other Working Groups in Standard-based areas that overlap or rely on the same data.
9. Keep a detailed record of its work, including meeting minutes that will be submitted to their Working Group's Canvas site.
10. Revise drafts per feedback of the Steering Committee.

11. Formulate recommendations, submitted to the Steering Committee, for strategies to address Standard-based issues, Self-Study priorities, and/or Self-Study outcomes, as result of the Working Group's analysis of the evidence.