

MSCHE Accreditation Working Group 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 chair will serve from the Spring semester 2023 through the site visit, anticipated to be in Spring 2025. The working group chair is expected to serve on the Steering Committee 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. For the semesters for which the working groups will function, the working group chair will receive either a 3-credit course release or a stipend equivalent to three credits (\$4860 in 2022).

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

The Working Group Chair will have the following responsibilities:

1. Work with the Self-Study Steering Committee Co-Chairs and Provost to identify a potential Vice-Chair for the working group.
2. Work with the Self-Study Steering Committee Co-Chairs and Provost to identify potential working group members drawn from faculty, staff, and administration.
3. Work with the Self-Study Steering Committee members to consider institutional priorities to be evaluated alongside the Standards.
4. Work with the Self-Study Steering Committee members to develop lines of inquiry that will guide the work of the working group.
5. Attend Steering Committee meetings, to be held at least once monthly, or as needed.
6. Working with the Vice-Chair, arrange for and lead working group meetings, conducted as often as necessary to accomplish the work of the working group.
7. Ensure that comprehensive minutes are taken at each Working Group meeting and shared with the Steering Committee.
8. Distribute the tasks of the working group among members and establish internal working group deadlines.
9. Participate in the communication of the Self-Study process to college constituencies.
10. Report to the Steering Committee on the work of their working group and collaborate, as needed, with other working group chairs to promote cohesion of reports.
11. Assign a Working Group member to populate the evidence inventory with materials specific to the Working Group's standard.
12. Oversee the creation of interim reports of the progress of the Working Groups as assigned by the Steering Committee and share Steering Committee feedback on these reports with Working Group members.
13. Contribute to the drafting of the Self-Study Design (Spring 2023) and Self-Study Report (Spring 2024).
14. Assist with the evaluation of evidence and data, relevant to the Standard and priority, and assist with the consultation of appropriate constituencies and stakeholders.
15. Assist with the development of recommendations and action steps relevant to the findings of the working group and its evaluation of the Standard.
16. Help organize and participate in on-site accreditation team's visit.