

March 10, 2005

MEMORANDUM

TO: Accreditation Review Steering Committee (ARSC)

FROM: Provost Eduardo M. Ochoa

SUBJECT: Charge to the Committee

Thank you for your willingness to participate as members of the Accreditation Review Steering Committee (ARSC). The role of the ARSC is vital to the development of the institutional proposal for Sonoma State University's re-accreditation effort.

The Institutional Proposal is the first stage in the accreditation review cycle and guides the entire accreditation review process. It establishes a framework for connecting SSU's context and priorities for accreditation review with the Standards of Accreditation.

The ARSC is charged to do the following:

1. Develop a process for community input into the institutional proposal;
2. Select a format for the proposal and the themes of the proposal;
3. Formulate expected outcomes of the review process for SSU;
4. Delegate work on tasks to others and monitor its progress;
5. Complete the proposal and meet the submission deadline of October 15.

The materials in this binder are intended to provide the committee with the necessary background information on the re-accreditation process and to help the committee in developing the institutional proposal. I ask that you review the information in preparation for the first meeting of the ARSC, which will be:

Thank you again for your commitment to Sonoma State University and to the accreditation process. I look forward to working closely with you over the coming months as we prepare SSU's Institutional Proposal.