

## **Role of the Standard Coordinator**

Working in collaboration with the Self Study Co-Chairs and Accreditation Liaison Officer, the Standard Coordinator will serve in the following capacities:

- Facilitator
  - Coordinate and communicate with Accreditation Co-Chairs regarding process and progress
  - Bring together the subcommittee to address the specific standard and subsections
  - Assign roles for members
  - Provide guidance for process
  - Meet established timelines
  - Ensure that ground rules are maintained in the course of the dialogue
    - Environment of mutual understanding and respect
  - Follow accreditation guidelines and criteria in order to ensure that all required components are addressed in the response
  - Organize break out groups for answering the questions asked in the specific sections
    - Work with break out group leaders to develop line of questions for discussion and means for recording
    - Assist with discussions
    - Summarize and enumerate the points of the discussion
      - Identify evidence
  - Identify appropriate committees and individuals to be interviewed for the purpose of obtaining pertinent information and gathering supportive evidence
  - Reconvene the larger group to integrate the response
- Compiler
  - Work with section leaders to bring together one list, section by section, question by question, and create a master response to the standard for which you are assigned
  - Include not only the discussion, but evaluation pieces, and the planning agenda for that standard
  - Collect and include evidence
  - Meet with the subcommittee and Lead Writer to carefully articulate the information provided
  - Work with the subcommittee to evaluate the drafts of the document, as provided by the Lead Writer at various stages of completion