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| ***DRAFT* Accreditation Self Evaluation Calendar** |
| **Timeline** | **Activity** | **People Responsible** |
| 2016 |
| Late September/ October | Planning begins; AIQ develops recommendations | AIQ gets started |
| November | AIQ Co-Chairs work with President and Accreditation Liaison Officer (ALO) to develop and finalize plan for Self Evaluation | AIQ; President; ALO; Academic Senate; College Council |
| November/ December | Attend Academic Senate and College Council meetings to introduce plan  | AIQ Co-Chairs |
| December 16 | Soft Roll Out | College Council, Co-Chairs, President’s Cabinet, AIQ |
| December | Identify Self Evaluation Co-Chairs and Assessment for Accreditation lead | Sonya ChristianNan Gomez-Heitzeberg |
| 2017 |
| January 11 & 12 | **QFE (part of Winter Institute)** | Janet Fulks Mark Staller |
| January 13  | Opening Day Roll Out | Sonya, Nan, Kate, Mark |
| January | Identify editor |  |
| January 26 | Accreditation Training for Co-Chairs and Leads | AIQ |
| January | SE and QFE Leads meet, confirm Quality Focus Essay (QFE) topic(s), introduce QFE topic to Academic Senate and College Council | Self Evaluation Co-Chairs; QFE Leads, Standards Leads; AIQ |
| 2017, continues |
| February/March*ongoing* | Research—Answer the questions on your standard, found in this manual:<http://www.accjc.org/wp-content/uploads/2016/12/Guide_to_Evaluating_and_Improving_Institutions_Aug-2016_REVISED.pdf> Problem Identification and SolvingEvidence CollectingWriting | Teams |
| **March 31** | **Accreditation Laboratory (location to be determined):****For All Teams (Self Evaluation & Quality Focus Essay)** | AIQ |
| April | Progress update; identify summer plans | Teams; AIQ |
| **Due May 1****Draft 1** | A template will be provided. Your response includes: * Evidence of Meeting the Standard (summary with links to evidence)
* Analysis and Evaluation

Also, plan to identify any gaps in information and evidence that may exist. | Co-Chairs; Leads |
| **May/summer** | Work continues; **Self Evaluation Summer Institute (date TBD)** | Teams |
| August | Reconvene: update on progress and issues | SE & QFE Co-Chairs and teams |
| **September 8** | **Workshop for all teams (SE & QFE) (date TBD)** | AIQ; SE & QFE Co-Chairs, Teams |
| **October 6****Draft 2** |  | Turned in by SE & QFE Co-Chairs and teams; *Reviewed by Editor & AIQ* |
| October 23 | Drafts returned **(may be ready to skip Draft 3 and move to Final Draft)** |  |
| **November 13*****Draft 3 as needed*** | **Draft 3 (if extra time needed)** | Turned in by SE & QFE Co-Chairs and teams; *Reviewed by Editor & AIQ* |
| December 1 | Drafts returned |  |
| **December 15****Final Draft** | **Final Draft completed** | Teams |
| December 18-21 | Draft reviewed for completeness | SE & QFE Co-Chairs & Editor |
| 2018 |
| January 2 | Final Draft to Editor | Editor |
| January 31 | Editing completed | Editor |
| February/March | Layout work occurs while college community reviews document content. | TBD |
| February/March | College review and discussion | College Council; Academic Senate; focus groups/forums/online input |
| March | Revision as needed based on college review and discussion | Team and Editor |
| April  | Approval by Academic Senate and College Council | SE & QFE Co-Chairs |
| April | Evidence Linking and Printing | Sondra Keckley |
| May | Self Evaluation posted in Board Docs for board approval the following month | Jennifer Marden |
| June | BOT approval of Self Evaluation | Board of Trustees (BOT) |
| **August** | **Self Evaluation due to ACCJC** | Jennifer Marden |
| **October** | **Site Team Campus Visit** |  |

Version 6, January 25, 2017 Kate Pluta