

Accreditation Self-Evaluation Timeline

Spring 2018 – Organizing the Work

- Appoint the representatives to the Accreditation Committee and Standard Leads.
- Hold the first meeting of the Accreditation Committee.
 - Goal is to have at least two Accreditation Committee meetings in Spring: one in April and one in May
 - Accreditation Committee members will attend May 2nd ACCJC Training
- Invite volunteers to serve on the standards committees. Assign people to the committees.
 - Deadline: May 11, 2018
- Standards committees meet, organize themselves, prepare for fall, and identify research needs, evidence collection, storage sites, and website needs.
 - Deadline: May prior to second Accreditation Committee meeting
- Accreditation Co-Chairs and VPAA/ALO work with IERP, IT, and others to identify probably research needs, evidence collection, storage sites, and website needs.

Summer 2018

- Research and evidence data assembled, and/or developed based on direction from the Accreditation Committee.
- Accreditation website updated.

Fall 2018 – Writing Draft One of the Institutional Self-Evaluation Report

- Editorial assistant identified.
- Standard committees meet on their own, with regular updates to the Accreditation Committee. Accreditation Committee meets monthly to check on progress. Accreditation Co-Chairs facilitate coordination between standards committees and research and documentation efforts. Regular communications with the college community continue.

Early December: All standard committees complete their first drafts of the Institutional Self-Evaluation Report.

- Co-Chairs complete initial review of drafts, makes sure everything is turned in prior to the end of the semester.

Spring 2019 – Writing Draft Two of the Institutional Self-Evaluation Report

- Accreditation Committee reviews first drafts of the Institutional Self-Evaluation Report and offers advice to the Standard Committees.
- Staff work with standard committees to develop documentation and drafts for Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Evaluation, Abstracts, and Planning Summary.

- Draft One of the Institutional Self-Evaluation Report is disseminated electronically to the college community, and informational workshops are presented. Students, staff, faculty, managers, and Board members are encouraged to respond with comments and suggestions.
- Standard committees make final revisions to their drafts.

Early May: All standard committees complete their second drafts.

- Co-Chairs complete initial review of second drafts, makes sure that everything is turned in prior to the end of the semester.

Summer 2019

- Editorial Assistant, working with the Co-Chairs, the VPAA/ALO, and others, reviews and revises material and produces second draft of the Institutional Self-Evaluation Report, including Descriptive Background and Demographics, Eligibility requirements for Accreditation, Responses to Recommendations from the Last Educational Quality and Institutional Effectiveness Review, and Abstracts and Planning Summary.
- Plans are developed for the format, printing, and distribution of the Institutional Self-Evaluation Report.

Fall 2019 – Final Review and Preparation of the Self Study

- Faculty Co-Chair writes the Organization and Timeline sections of the Institutional Self-Evaluation Report.
- College wide review of Draft Two of the Institutional Self-Evaluation Report.
- Accreditation Committee approves the Certification of Continued Institutional Compliance with Eligibility Requirements and Certification of Continued Institutional Compliance with Commission Policies.
- Review of the entire document by the Editorial Assistant, standard committees, and the Accreditation Committee.
- Early November: College wide review of Draft Three of the Institutional Self-Evaluation Report.
- December 1st: Final draft of the Institutional Self-Evaluation Report sent to print.
- December Board of Trustees meeting: Board of Trustees approves the Institutional Self-Evaluation Report.

Spring 2020 – The External Evaluation Team Visit

- January 2020: Submit the Institutional Self-Evaluation Report to ACCJC and each member of the external evaluation team.
- Institutional Self-Evaluation Report is distributed to the college community.
- VPAA/ALO sends letter to the Accrediting Commission with updates on significant developments that have occurred since the publication of the Institutional Self-Evaluation Report.
- A planning group is formed to organize the logistics of the External Evaluation Team visit.
- March 2020: External Evaluation Team visit occurs.