



DRAFT

2011-13 Accreditation Self-Study Timeline

Summer/Fall 2011	
July – August	Reorganization; hire new VPSS; identify accreditation resources and budget
August 30	Final CCSSE findings
September 7	Finalize Dean and Classified Managers assignments to Standards
September 12	Organize new Student Success Committee Structure
September 13	Review accreditation process with Academic Senate
September 14	Deans review accreditation employee and alumni surveys
September 15-30	Deans conduct trainings on Self-Study Standards Sub-Committee to determine meeting schedule; implement data-gathering and evaluation; identify research, evidence, and documents needed for Standards; begin weekly meetings
September 20	Identify Faculty Self-Study Sub-Committee Co-Chairs Oversight Committee (AIC) determines self-study format; establishes and finalizes Sub-Committees
September 23	ALO Training
October 1	Institutional Researcher (Thompson) presents CCSSE findings to Sub-Committees
October 15	All Standards Sub-Committees receive data analysis from Faculty and Classified Staff survey
October 21	Training at Cuyamaca College in El Cajon
November 15	First draft due from each Standards Sub-Committee to Oversight Committee
November 30	Edited first drafts returned to each Standards Sub-Committee from Oversight Committee
December 1	Review evidence collected; determine what evidence is missing
December 15	Second drafts due to Oversight Committee
Spring 2012	
January 3	External editor/writer (check with Personnel)
January 15	Edited Second drafts returned to each Standards Sub-Committee

January 22	Revised second drafts due to technical reviewers (for review of factual information – return drafts to departments or programs we are writing about for their review for accuracy)
January 31	Comments/corrections back from technical reviewers
January	Third draft distributed for campus-wide input
February	Integrate campus-wide feedback and district-written sections
February	Draft publication for campus-wide input
February	Board Review
March	Oversight Committee reviews plan sections of all standards to develop overall planning summary for the college; schedule presentations to community – Fourth draft
April	Campus review and discussions of fourth draft
May	Organize logistics for site visit
Summer 2012	
June-July	Editing/rewriting/draft production form
July	Prepare Data sets for Program Review – Cycle 2
Fall 2012	
August - November	Oversight Committee reviews and evaluates evidence
October	Campus approval
November	Final Board approval
Spring 2013	
January	Finalize hard-copy documents and team room assignments
February	Final meeting of Oversight Committee Review/update changes that have occurred since the self-study was published Overview of preparations to accommodate the team (hotel, transportation, snacks, gifts)
March	Accreditation Team Visit Exit Interview