Proposed Accreditation Procedures and Timeline
(Draft 6/30/14)

Timeline and Tasks

Summer 2014

- **Steering Committee Co-Chairs:**
  - Establish/finalize draft of procedures and timelines.
  - Review accreditation standards and associated materials.
  - Recruit steering committee members.
  - Schedule ACCJC training for steering committee and other interested persons for fall 2014.
  - Discuss procedures and timelines at fall convocation.
  - Develop library/repository of accreditation information for (1) steering committee
    (2) campus community, and (3) general public.

- **PRIE** – Gather information about student, employee, and community surveys.

Fall 2014

- **Steering Committee:**
  - Review and finalize proposed procedures and timelines.
  - Schedule meeting dates.
  - Establish and oversee subcommittees.
  - Acquire/develop and implement accreditation surveys.
    - **Student:** Use ACT survey used previously or another comparable survey.
    - **Employee:** Revise survey used previously or develop new survey
    - **Community:** Develop survey.
  - Participate in ACCJC training.
  - Review previous ACCJC recommendations and self-study planning agendas and
determine degree of implementation. Provide direction for those not yet completed.
  - Discuss accreditation website and printing with reprographics.

- **Subcommittees:**
  - Organize: schedule meeting dates; develop procedures and timelines.
  - Participate in ACCJC training.
  - Review accreditation survey drafts and provide feedback.
  - Gather needed information and begin outlining draft 1 report for assigned standard.

- **PRIE:**
  - Gather and disseminate data and information needed for self-evaluation introduction and
    for use by steering committee and subcommittees.
  - Develop, administer, and analyze the results of surveys specified by the steering
    committee.
- Document assigned activities and persons responsible for them.
- Coordinate collection and posting of evidence.

**Spring 2015**

- **Steering Committee**
  - Oversee subcommittees.
  - Oversee completion of previous ACCJC recommendations and self-study planning agendas.
  - Review student, employee, and community survey results.
  - Review draft 1 reports for each standard and recommend improvements to subcommittees.
  - Align planning agendas with existing plans.
  - Draft eligibility section and responses to previous ACCJC recommendations and self-study planning agendas.

- **Subcommittees**
  - Gather needed data, information, and evidence.
  - Review student, employee, and community survey results.
  - Write and edit self-evaluation draft 1 report and provide supporting evidence for assigned standard.

- **PRIE**
  - Report student, employee, and community survey results to steering committee, subcommittees, and campus community.
  - Provide requested information to steering committee and subcommittees.
  - Coordinate collection and posting of evidence.

- **Editor**
  - Review and edit self-study draft 1 report.

**Summer 2015**

- **Steering Committee Co-chairs and Editor**
  - Review, edit, and finalize self-evaluation draft 1 report and supporting evidence.

- **Reprographics**
  - Print draft 1 report.

**Fall 2015**

- **Steering Committee**
  - Distribute self-evaluation draft 1 report to board of trustees and campus community and receive suggestions for improvement.
  - Review suggestions received from campus community for improving the self-evaluation report and distribute to the applicable subcommittees.
  - Oversee completion of previous ACCJC recommendations and self-study planning agendas.
o Review and finalize self-study draft 2 report and supporting evidence.

- **Subcommittees**
  o Make recommended changes to applicable sections of self-evaluation report.
  o Add needed supporting evidence.

- **PRIE**
  o Coordinate collection and posting of evidence.

- **Editor**
  o Edit and finalize self-evaluation draft 2 report.

- **Reprographics**
  o Print draft 2 report.

**Spring 2016**

- **Steering Committee:**
  o Make any needed suggestions for finalizing self-evaluation report and evidence to subcommittees and editor.
  o Finalize self-evaluation report and supporting evidence (by March).
  o Obtain approval of finalized self-evaluation report from governance committees and board of trustees.

- **Subcommittees**
  o Finalize applicable sections of self-evaluation report.
  o Finalize supporting evidence.

- **PRIE**
  o Coordinate collection and posting of evidence.

- **Editor**
  o Edit and finalize self-evaluation report.

- **Reprographics**
  o Prepare and print finalized self-evaluation report.

**Summer 2016**

- **Steering Committee Co-Chairs**
  o Send approved self-evaluation report and supporting evidence to ACCJC.

**Fall 2016**

- **Steering Committee**
  o Prepare for ACCJC team visit.