

## 2016 Self-Evaluation Timeline

<b>Date</b>	<b>Activity</b>	<b>Ancillary activities/goals supporting the Accreditation and Planning processes</b>	<b>Notes</b>
Jun 2013	- Faculty co-chair for Self-Evaluation selected		
Jul-Aug 2013	- Chairs and writers for various Standards selected (nine committees)		
Sep 2013	- Standard Committee chairs approved by the Academic Senate		-IPCC meeting monthly to monitor the progress of the 2014 Follow Up Report
Sep-Oct 2013	- Recruitment of Standard Committee members; committee composition finalized for all nine groups.	- Program Review documents distributed to various departments	- Team B meeting monthly to discuss the revision of the 2010 EMP
Nov 2013	<ul style="list-style-type: none"> <li>- Accreditation kick-off and team building event</li> <li>- Initial meeting for each Standard Committee scheduled</li> <li>- Preliminary training material distributed to chairs and writers</li> </ul>	<ul style="list-style-type: none"> <li>- Program Review documents due from various departments</li> <li>- Faculty and Staff Survey sent by the Office of Institutional Research and Planning</li> <li>-Team B meeting:               <ol style="list-style-type: none"> <li>1. Revision of the EMP (continued) – Linkage of Planning with resource allocation</li> <li>2. Program Review Themes</li> </ol> </li> </ul>	- Soliciting the revision of all plans (Instruction, Student Services, HR, EEO, Staff Development, IT, Equity, Garfield, Library and Learning Resources, Safety) from managers. All plans need to be current and updated.
Dec 2013 – Jan 2014	- Set up an Accreditation Resource Center (office)	<ul style="list-style-type: none"> <li>- Survey results posted</li> <li>- Populate the “Smartsheet” database with all the existing supporting documents; create a one-stop database for all</li> </ul>	- 2014 Follow up Report presented to BOT (first reading)

		<p>documents pertaining to Planning, Accreditation, and Program Review</p> <ul style="list-style-type: none"> <li>- Program Review validating teams review submitted documents (Jan – Mar 2014)</li> <li>- Team B meeting: <ol style="list-style-type: none"> <li>1. Revision of the EMP (continued) – Linkage of Planning with resource allocation</li> <li>2. Program Review “themes” gathered and discussed to inform the planning process</li> </ol> </li> </ul>	
Feb – Mar 2014	- ACCJC Self-Evaluation training for participants	<ul style="list-style-type: none"> <li>- Spring Team A meeting: <ol style="list-style-type: none"> <li>1. Review of the EMP proposed revisions; realignment of Goals with Accreditation Standards</li> </ol> </li> <li>- Team B meeting: <ol style="list-style-type: none"> <li>1. Revision of the EMP (continued) – Linkage of Planning with resource allocation</li> <li>2. Program Review “themes” gathered and discussed to inform the planning process</li> </ol> </li> </ul>	<p>Feb 2014: - 2014 Follow Up Report presented to BOT for approval</p> <p>Mar 2014: - 2014 Follow Up Report to be sent to ACCJC</p>
May-Jun 2014	- Revised ACCJC standards distributed to Standard Committees	- Team B meeting	
Sep – Oct 2014		- Program Review documents distributed to various departments	
Oct 2014	- First draft of Self-Evaluation report due to submitted to content editors		

Nov 2014	- Edits are submitted to Standard Teams	- Program Review documents due from various departments  - Faculty and Staff Survey sent by the Office of Institutional Research and Planning	
Dec 2014 –April 2015	- Standards write the second draft of the 2016 Self-Evaluation Report - Accreditation update at Board of Trustees meeting (March)	- Survey results posted - Program Review Validation (Feb-Mar 2015) - Planning meetings continue on a monthly basis	
May-August 2015	- Core 3 writes the remaining portions of the Self-Evaluation Report and Administrative Executive members assure second drafts on standards are accurate and complete.	- Budget Committee reviews resource requests validated through Program/Plan Review	
August 2015	- Draft of Self-Evaluation Report submitted to BOT for comments		
Sep- Dec 2015	- Final gap analysis work		
Jan-Feb 2016	- Complete third draft of the Self-Evaluation Report to reflect action taken to close gaps between Sep – Dec 2015		
Mar – Apr 2016	- Final Edits of the Self-Evaluation Report - Begin preparation for Spring 2016 Site Visit; set up a Logistics group to oversee the process		
April 2016	- Self-Evaluation Report presented to IPCC and the Academic Senate for final review		
May 2016	- All-college final review of the 2016 Self-Evaluation Report		
May-Jun 2016	- 2016 Self-Evaluation Report presented to the Board of		

	Trustees; comments, approval, and sign-off		
Jul 2016	- Self-Evaluation Report printed	- Preparation of Program Review documents for years two and three of the cycle	
Aug 2016	- 2016 Self-Evaluation Report presented to ACCJC  - Logistics Taskforce prepares for all aspects of the Site Visit		
Oct 2016	- External Evaluation Team Site Visit		