

## Accreditation Self Evaluation Timeline

### *Fall 1 Building Awareness*

Begin briefing the Institutional Planning Council (IPC) on progress of the 2015 Accreditation Self Evaluation. An update will be a standing item on the IPC agenda throughout the self evaluation process.

Begin process to recruit and select the Self Study Faculty Co-Chair (Vice President of Academic Affairs/Accreditation Liaison Officer or VPAA/ALO, Former Accreditation Chair, Superintendent/President of the District).

Begin internal informational campaign regarding accreditation--purpose, standards, significance, and opportunity to participate.

December Board of Trustees Meeting: VPAA/ALO presents information regarding accreditation to the Board of Trustees. Updates will be provided at each Board meeting throughout the self evaluation process.

*Spring 1 Organizing the Work*

Appoint the representatives to the Accreditation Steering Committee (ASC).

Continue internal informational campaign; meet with people who have served on External Evaluation Teams to elicit suggestions, etc. (VPAA/ALO, Self Evaluation Faculty Co-Chair).

Hold the first meeting of the Accreditation Steering Committee (ASC). The Self Evaluation Faculty Co-Chair and ALO lead the ASC meetings. Agenda includes an overview of the process and responsibilities of the ASC. The ASC meets as needed in spring and at least monthly thereafter throughout the self evaluation process.

Invite volunteers to serve on the standards committees; provide informational/promotional workshops on both campuses. Assign people to the committees, and send all members informational packets (VPAA/ALO, Self Evaluation Faculty Co-

*Summer 1*

Research and evidence data assembled and/or developed based on direction from the ASC.

SRJC Accreditation Web site created.

*Fall 2 Writing Draft One of the Institutional Self Evaluation Report*

Editorial Assistant hired.

Work proceeds. Standards committees meet on their own, with Administrative Liaisons checking in with the Self Evaluation Faculty Co-Chair. ASC meets monthly to check on progress. Self Evaluation Faculty Co-Chair and VPAA/ALO facilitate coordination between standards committees and Districtwide research and documentation efforts. Regular communications with the college community continue.

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

*Spring 2 Writing Draft Two of the Institutional Self Evaluation Report*

ASC holds all day retreat, reviews first drafts of the Institutional Self Evaluation Report and offers advice to the Standards Committees.

District staff work with standards 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.

Standards committees make final revisions to their drafts.

*Early May: All standards committees complete their second drafts.*

Self Evaluation Faculty Co-Chair does initial review of second drafts, makes sure that everything is turned in prior to the end of the semester.

*Summer 2*

*Fall 3 Final Review and Preparation of the Self Study*

Self Evaluation Faculty Co-Chair writes the Organization and Timeline sections of the Institutional Self Evaluation Report.

District-wide review of Draft Two of the Institutional Self Evaluation Report.

Accreditation Steering 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, Public Relations Editor, standards committees, and the Accreditation Steering Committee.

Early November: District-wide review of Draft Three of the Institutional Self Evaluation Report.

December 1st: Final draft of the Institutional Self Evaluation Report sent to printer.

December Board of Trustees meeting: Board of Trustees approves the Institutional Self Evaluation Report.

*Spring 3 The External Evaluation Team Visit*

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.

Institutional Self Evaluation Report is distributed to college community and sent to External Evaluation Team members.

A planning group is formed to organize the logistics of the External Evaluation Team visit.

External Evaluation Team Visit.