

**Timeline and Deliverables:**

TIMELINE	ACTIVITY
September 2, 2015	Accreditation Steering Committee formed & 1 <sup>st</sup> meeting date set
September 11, 2015	Organizational meetings begin for Steering Committee Organizational meetings begin for Standards Committees
September 25, 2015	Establishing Accreditation Timeline
October 9, 2015	Develop and finalize charge of the Standards & Writing Teams; Determine team facilitators
October 16 -November 13, 2015	All-call for constitution of Standards & Writing Teams; College members respond by 11/13/2015
November 13, 2015	Accreditation Kick-Off Event (10am – 12pm – SAC A/B/C/D) – Lunch starts at 12pm
November 13, 2015	ASC Meeting to schedule & develop training for the Standards & Writing Teams (2:30pm – 3:30pm – Building 12 / CDC)
November 20, 2015	ASC sub-group assigns volunteer names to teams and notifies team volunteers of need to meet prior to 12/11/15; Identify Chair for each standard team;
November 23 – December 11, 2015	Initial meetings to begin training of Standards & Writing Teams’ members
December 11, 2015	Accreditation Steering Committee Meeting - ASC goes through the training that was developed for the SWTs at the 11/13/15 meeting - Assign previous recommendations to ASC members
December 14-18, 2015	ASC sub-group determines tentative milestone/dates for SWT training, exploring, reporting and drafting for Winter/Spring 2016
November – December 2015	Team Training: <i>when</i>
	Team start exploring: <i>when</i>
	Teams start reporting: <i>when</i>
	Teams have initial draft: <i>when</i>
	Teams have 2 <sup>nd</sup> draft: <i>when</i>
	Steering Committee meetings reports from Standards committees on issues, concerns and evidence required. Standards Committee meetings
November – December 2015	Steering Committee reviews previous recommendations and begins drafting response.
November – December 2015	Accreditation Training for Steering Committee (all day)
Through April 8, 2016	Standards Discovery, Review Checklist, Brainstorm and Discussions for Evidence, Interviews
22-Apr-16	SWT Chairs report on progress to Accreditation Steering Committee (ASC)
29-Apr-16	<b>Deliverable 1a:</b> Draft Standard I <b>Deliverable 1b:</b> Draft of Eligibility Requirements
Through May 10, 2016	Gather Evidence & Discuss Evidence
16-May-16	<b>Deliverable 2a:</b> Final draft of Eligibility Requirements <b>Deliverable 2b:</b> Final Draft of Federal Regulation Requirements
24-May-16	SWT Chairs report on progress to Accreditation Steering Committee (ASC)
Through June 2, 2016	Write first drafts for each standard and related Eligibility Requirement as assigned

<b>TIMELINE</b>	<b>ACTIVITY</b>
3-Jun-16	<b>DELIVERABLE #3- FIRST DRAFT OF STANDARD 2-4 DUE TO ASC</b> SWT Chairs report on progress to Accreditation Steering Committee (ASC)
Through October 14, 2016	Revised draft for each Standard.
9-Sep-16	<b>DELIVERABLE #4- SECOND DRAFT OF STANDARD 2-4 DUE TO ASC</b> SWT Chairs report on progress to Accreditation Steering Committee (ASC)
19-Oct-16	<b>DELIVERABLE #6- SELF-EVALUATION DRAFT TO COLLEGE COUNCIL FOR 1ST READ</b>
3-Nov-16	<b>DELIVERABLE #7- SELF-EVALUATION DRAFT TO ACADEMIC SENATE FOR 1st READ</b>
18-Nov-16	ASC and STW Meeting
23-Nov-16	SWT Complete Evaluations and Evidence
November 25-26, 2016	Merge document changes and format, style, and text font and size.
November 26-28, 2016	Editors complete edits
1-Dec-16	Submit Final Draft into Academic Senate <b>DELIVERABLE #8- SELF-EVALUATION FINAL DRAFT TO ACADEMIC SENATE FOR 2ND READ.</b>
2-Dec-16	Submit Final Draft in to Victoria Martinelli for College Council by 12:00 Noon
7-Dec-16	<b>DELIVERABLE #9- SELF-EVALUATION FINAL DRAFT TO COLLEGE COUNCIL FOR 2ND READ</b>
9-Dec-16	Submit Final Draft in to Victoria Martinelli for Board Of Trustees by 12:00 Noon
13-Dec-16	<b>DELIVERABLE #10- BOARD OF TRUSTEES APPROVES FINAL DRAFT OF SELF-EVALUATION REPORT</b>
22-Dec-16	Final check for links, Folder in SharePoint and produce USB of files as back-up for visiting team
3-Jan-17	Signatures Need By : Roger Wagner, Superintendent/President John Pinkerton, President, Board of Trustees Marco Aguayo, President Associated Student Body Jessica Gibbs, President, Academic Senate Margaret Kagy, President, Classified School Employees Association,
4-Jan-17	<b>DELIVERABLE #11- FINAL DRAFT OF SELF- EVALUATION REPORT MAILED TO ACCJC</b>