

**To:** College Council

**From:** Mallory Newell, Chair, College Planning Committee

**Date:** 1/6/2016

**Subject:** Accreditation Timeline and Proposed Standards Teams

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A charge of the College Planning Committee (CPC) is to support and guide the college through the ACCJC accreditation process. In preparation for our site visit in fall 2017, between winter 2016 and spring 2017, the college will be writing a self-study report for the Commission and site visit team to address all accreditation Standards and federal Educational Requirements (ERs).

1. The CPC would like to propose that for the remainder of 2015-16 and the full 2016-17 academic year, it becomes the temporary Accreditation Steering Committee, along with additional members from the self-study teams who wish to join the committee. The Steering Committee will be responsible for: monitoring progress on the self-study report, drafting the quality focus essay, compiling the self-study reports into one document, soliciting feedback from the campus community, and incorporating the feedback into the final draft.

2. The CPC would like to additionally propose that the current shared governance groups serve as the self-study teams for their respective areas for the duration of the accreditation self-study process. Each shared governance group will be responsible for drafting a response to a particular area within the Standards that is most relevant to their work. The following self-study teams and their proposed Standards are:

College Planning Committee	IPBT	Library	SSPBT	FERPBT	Technology Committee
Standard 1.A., 1.B., 1.C.	Standard 2.A.	Standard 2.B.	Standard 2.C.	Standard 3.A., 3.B., 3.D. (Liabilities, Contractual Agreements)	Standard 3.C.

Campus Budget	Academic Senate	Classified Senate	President and Senior Staff	District Advisory Team
Standard 3.D. (Planning and Fiscal Responsibility and Stability)	Standard 4.A.	Standard 4.A.	Standard 4.B.	Standard 4.C., 4.D.

3. Lastly, the CPC would like to propose the following timeline for the completion of the self-study report:

January 2016	February 2016	March-April 2016	May 2016	June 2016
District provides functional map to colleges	Assign standards to teams and provide training on the Standards	Teams begin work on self-study; Campus provides feedback on District Accreditation Survey	Accreditation survey sent to students and employees	District provides accreditation survey results to colleges
September 2016 - November 2016	December 2016	January 2017	February 2017	March 2017
Teams continue work on self-study.	Accreditation Steering Committee determine areas for Quality Focus Essay (QFE) - Teams finalize self-study areas	Self-study draft shared with governance groups - Steering Committee Drafts QFE	QFE finalized and shared with governance groups	Campus feedback and public comments on process, self-study report, and QFE collected
April 2017	May 2017	June 2017	July - September 2017	October 2017
Campus feedback incorporated into final draft	Documents due for editing	Final draft of self-study due to Board of Trustees	Self-study to printer; Copies sent to team; Accommodations for site visit; Compile hard copies of evidence for team room	Site Visit