

Solano College Accreditation Timelines (as of May 5, 2016)

() = responsible party(s)

ALO= Accreditation Liaison Officer; ACs=Accreditation Coordinators; AW=Accreditation Writer; AE=Accreditation Evidence; CCs=Standard Co-chairs; S/P=Superintendent-President

Self-study due to ACCJC: August 1, 2017

Site Visit: early/mid-October, 2017

Spring 2016

January-March

- Form committees, meet to begin discussions, assign tasks and roles for each standard and sections within standards (ALO, ACs)
- Finalize accreditation release time assignments and percent of release time for Spring 2016, Fall 2016, Spring 2017, Summer 2017 (ALO)
- Develop schedule for completion of self-study; include shared governance committees and 1st and 2nd read for Board in time to mail no later than August 1, 2017 for Fall 2017 site visit (ALO, S/P, ACs, AE, AW)

March-May

- Create a template for writing the self-study; develop conventions for naming, uploading, storing evidence; provide training on using tools to store evidence (ALO, ACs, AE)
- Ensure standard committees are meeting, have been trained, understand task and timelines (ALO, ACs)
- Ensure evidence collection occurs; protocol for uploading and saving work established (AE, ALO)
- Review progress monthly (ALO, S/P, ACs, CCs)
- Develop schedule of tasks/goals/milestones for Fall 2016-Summer 2017 (ALO, S/P, ACs, AW, AE)
- Inform shared governance committees, staff, faculty re: progress on self-study (ALO, S/P, ACs, CCs)

May-July

- Make and complete Summer 2016 assignments; finalize training and resource needs; ensure evidence links are accurate; develop protocol for keeping college informed of progress (ALO, S/P, ACs)
- Evidence for each standard to be uploaded; develop schedule for fall meetings with standards to review evidence in order to begin writing (ALO, ACs, AE, AW)
- Managers and staff to continue work throughout summer in preparation for fall meetings with writer (ALO, S/P)
- Collect and review college mapping documents to share with constituency leaders in Fall 2016 (ALO, S/P)

Fall 2016

Update college constituency groups on accreditation standards and any changes in rulings at Convocation/Flex Cal events (ALO, S/P, ACs, AE, AW)

August-October

- Standard Committee meetings scheduled weekly to include meetings with writer (ALO, ACs, AW)
- Solicit input from college committees, bargaining units.
- Employee satisfaction survey/tool determined and administered; SENSE student survey reviewed and administered (review with bargaining units) (ALO, ACs)
- Request colleagues from surrounding districts do “mini-site visit” with Standard Committees, college committees (S/P, ALO, ACs)
- Continue interviews and data collection (ALO, ACs, CCs, AE, AW)

October-December

- Written drafts of standards available for editing and comments; ongoing meetings with writer (ALO, ACs, CCs, AE, AW)
- Finalize evidence collection and review; address evidence concerns; ensure links are accurate; collect input from committees, etc. (ALO, ACs, CCs, AE)
- Review and refine completion schedule for Spring 2017; ensure Board calendar includes 1st and 2nd read at both June 2017 meetings (ALO, S/P, AE, AW, CCs, ACs)
- Review employee and student survey results (ALO, ACs, CCs)
- Review of committee minutes, work flow charts, EMPs, planning documents, etc., are current, available, and uploaded to site (ALO)
- Review and update college home page; review other college related web pages for accuracy (ALO)
- Provide presentation to Board on progress of self-study (at study session, 1st meeting in October) (ALO, AW, AE)

Spring 2017 (the final stretch)

Update college constituency groups on accreditation standards and any changes in rulings at Flex Cal events (ALO, S/P, ACs, AE, AW)

January-March

- Writer completes 1st draft and puts out for review and input (AW, AE, ALO, ACs, CCs)
- Schedule of milestones/activities for spring shared with college (ALO, AW)
- Links to evidence reviewed for accuracy (ALO, AE)
- All committee minutes, work flow charts, EMP, planning documents, etc., collected, reviewed, finalized, and posted (ALO, AE)
- Meetings held to collect more evidence (if needed) (ALO, AE, AW)
- Standards to: 1) review and analyze data collected to date 2) compare data gathered to previous Self-Study data 3) list who to go to and/or where to go to gather the additional data or actually gather the data 4) develop a task list to prepare for the Accreditation

events in August and September including agenda for the first committee meeting in the fall (ALO, CCs, ACs)

- Writer distributes 2nd draft with updates, collects input by end of March 2017 (ALO, AW)
- Begin 1st review of entire document including evidence (ALO, S/P)

March-May

- Presentation to Board on progress of self-study (April study session- 1st meeting) (ALO, AW)
- Constituent groups provided 2nd draft for review and final input (mid to late April) (ALO, AW)
- Constituent groups review 2nd draft and approval completed; self-study placed on all committee agendas (early May) (ALO, AW)
- Clean-up, additional evidence collected, select art work for cover, photos for document, etc., select and notify printer (ALO)
- Draft (near-final) to present to Board in early June for 1st read (must be in S/P's Office by late May for duplication and to include in Board packets) (ALO, S/P)
- Confirm needs/tasks for summer (ALO, AW, AE, ACs, CCs)

June-August

- Present near-final self-study to Board (1st meeting in June) (ALO, AW)
- Finalize cover, art work, any changes to draft for Board's 2nd read (AW, ALO)
- Prepare final self-study for Board approval (2nd meeting in June) (due to S/P's Office by mid-June to include in Board packets) (ALO, AW)
- Prepare document for publication; load Board-approved document to web page
- Mail self-study hard copies and flash drives to ACCJC no later than August 1, 2017 (ALO)
- Create template for site visit; make assignments for site visit; prepare food, housing, transportation, and notify entire college and community of scheduled visit (ALO, S/P)
- Celebrate once self-study sent (ALO, S/P, AW, AE, ACs, CCs)

August-October

Update college constituency groups on self-study, distribute self-study, advise of site visit schedule, advise of review sessions at Convocation/Flex Cal events (ALO, S/P, ACs, AE, AW)

- Prepare evidence, distribute self-study, facilitate review/discussion sessions throughout college (ALO, AW, AE, CCs, ACs)
- Advise college and community of specifics of site visit (ALO)
- Ensure logistics assigned for site visit (ALO, S/P)
- Schedule preliminary visit with team chair (S/P, ALO)
- Finalize logistics for site visit (ALO, S/P)
- Site visit scheduled for early or mid-October, 2017
- **COLLEGE CELEBRATION!**