**COASTLINE ACCREDITATION SELF-EVALUATION PRODUCTION TIMELINE**

 **-2011- (updated 11-10)\*\*\***

April Select Self-Study Chairs

April Recruit and Select Steering Committee Members

May Select and Finalize Standards Membership

May Decision on word processing format (what software used; how

documents will be sent and stored)

Decision on how to approach self-study & timeline

June Gayle design draft employee, student, and alumni surveys; Jorge

develops data tables for Introduction section; Gayle or Jorge write analysis of tables for Introduction section

September College Self-Study Training Meeting

Standards Chairpersons contact their subcommittee team members and determine best times to call together meetings of their subcommittees.

October Standards subcommittees meet and determine subsequent meeting schedule; implement data-gathering, evaluation, planning and preliminary

writing tasks; review surveys and discuss additional questions or needs for data or additional questions needed from surveys.

Oct-Nov Gayle prepares and distributes student, alumni, and employee surveys

November Subcommittees receive survey data analysis to use in narratives

November 1 First draft due from each subcommittee

 \*\*\*Nov 17 First Drafts Due

\*\*\*Dec 1  Draft of Planning Agendas

November 14 Edited first drafts returned to each subcommittee\*\*

 \*\*\*Dec 8 Materials Available from District

December 12 Second drafts due

 **-2012-**

January 9 Edited second drafts returned to each subcommittee

January 23 Revised second drafts due to technical reviewers (for review of factual information)

January 30 Comments/corrections back from technical reviewers

February 13 Changes from technical reviewers incorporated

March 5 Third draft due

March 12 Third draft available for campus review; send draft copy to Board

March 26 Supporting documentation labeled

March 28 Steering Committee reviews plan sections of all standards to develop overall planning summary for the college; schedule presentation to the PIeAC

Campus review of Self-Study First Draft

April 11 Fourth draft due, including planning recommendations

April 25 Edited fourth draft returned to committees

May Work out logistics of site visit; determine how to orient team to the campus

May 23 Complete self-study ready for review (so faculty can review before summer)

June 20 Final edited copy done (edited by fresh reader)

~~July 12 Final self-study adopted by Board (CHECK DATE OF ACTUAL BOARD~~

~~MEETING)~~

July 18 To Graphics

August-Nov Finalize and organize electronic documents; prepare electronic copies for mailing

October to Board for approval (with OCC and GWC) added 2-7

January 18 Mail materials 60 days prior to visit (Monday March 18 to Thursday, March 21)

**-2013-**

February Information available at faculty meeting regarding purposes of accreditation

Finalize hard-copy documents and team room arrangements

February Final meeting of Steering Committee

Review/update changes that have occurred since the self-study was published

Overview of preparations to accommodate the team (hotel, transportation, snacks, gifts)

March 18 Accreditation Team Visit Monday March 18 to Thursday, March 21

\* Regular Steering Committee meetings will be held to discuss progress, problems, drafts, and *recommendations* from each of the Standards subcommittees. *Specific dates* to be determined.

\*\*Gayle will edit the first draft, and subsequent drafts into “one voice” and into the agreed-upon format; subsequent revisions will consist of fine-tuning of material in that format. Lori, VP-Instruction, and the Steering Committee will also review drafts. “Technical reviewers” are the departments or programs we are writing about (they get a chance to review our writing for accuracy). The fourth draft will be nearly final; an English professor /editor will provide minor grammatical editing only

 Timeline1.511 updated 11-14-11

June 20 Complete second draft posted for all college review

June 29 Responses to second draft due

July 20 Final edited copy to grammar editor

August 6 To Director of Publications/Graphics

Aug-Oct Finalize and organize electronic documents; prepare electronic copies for mailing

October To Board for approval (with OCC and GWC)

**Jan 18 Mail materials 60 days prior to visit** (Monday March 18 to Thursday, March 21)