		DRAFT Accreditation Self Evaluation Calendar	
	Timeline	**Activity**	**People Responsible**
2016	Late September/ October	Planning begins; AIQ develops recommendations	AIQ gets started
	November	AIQ Co-Chairs work with President and Accreditation Liaison Officer (ALO) to develop and finalize plan for Self Evaluation	AIQ; President; ALO; Academic Senate; College Council
	November/ December	Attend Academic Senate and College Council meetings to introduce plan	AIQ Co-Chairs
	December 16	Soft Roll Out	College Council, Co-Chairs, President's Cabinet, AIQ
	December	Identify Self Evaluation Co-Chairs and Assessment for Accreditation lead	Sonya Christian Nan Gomez-Heitzeberg
2017	January 11 & 12	**QFE (part of Winter Institute)**	Janet Fulks Mark Staller
	January 13	Opening Day Roll Out	Sonya
	January	Identify editor	
	January	**Accreditation Training**	AIQ
	January	SE and QFE Leads meet, confirm Quality Focus Essay (QFE) topic(s), introduce QFE topic to Academic Senate and College Council	Self Evaluation Co-Chairs; QFE Leads, Standards Leads; AIQ
	February/March *ongoing*	Research Problem Identification and Solving Evidence Collecting Writing	Teams

2017	March	**Accreditation Laboratory**	AIQ
	April	Progress update; identify summer plans	Teams; AIQ
	Due May 1	Written update for each section will provide responses to questions in this document: http://www.accjc.org/wp-content/uploads/2016/12/Guide_to_Evaluating_and_Improving_Instituti ons_Aug-2016_REVISED.pdf A template will be provided. Plan to include links to evidence that supports your team's answers. Also, plan to identify any gaps in information and evidence that may exist.	Co-Chairs; Leads
	May/summer	Work continues; **Self Evaluation Summer Institute**	Teams
	August	Reconvene: update on progress and issues	SE & QFE Co-Chairs and teams
	September 8	Workshop	AIQ; SE & QFE Co-Chairs, Teams
	October 6	**Draft 1**	Turned in by SE & QFE Co-Chairs and teams; Reviewed by AIQ
	October 23	Drafts returned	
	November 13	**Draft 2**	Turned in by SE & QFE Co-Chairs and teams; Reviewed by AIQ
	December 1	Drafts returned	
	December 15	**Final Draft completed**	Teams
	December 18-21	Draft reviewed for completeness	SE & QFE Co-Chairs
2018	January 2	Final Draft to Editor	Editor

2018	January 31	Editing completed	Editor
	February/March	Layout work occurs while college community reviews document content.	TBD
	February/March	College review and discussion	College Council; Academic Senate; focus groups/forums/online input
	March	Revision as needed based on college review and discussion	Team and Editor
	April	Approval by Academic Senate and College Council	Team
	April	Evidence Linking and Printing	
	May	Self Evaluation posted in Board Docs for board approval the following month	
	June	BOT approval of Self Evaluation	Board of Trustees (BOT)
	August	**Self Evaluation due to ACCJC**	
	October	**Site Team Campus Visit**	

December 14, 2016   Kate Pluta