

San Diego Continuing Education Accreditation 2017 Self-Study TimeLine

Date	Activity
Summer 2014	
July 29, 2014	District timeline: Review accreditation standards with Board of Trustees
FALL 2014	
September 2014	Convocation Accreditation Kick-Off
September 2014	Per District Timeline Accreditation Guidelines begin Self-Study Process at SDCE
October 2014	San Diego Continuing Education establishes the SDCE Accreditation Steering Committee via written invitation and request for volunteers
October 2014	Per District Timeline Board Subcommittee review of self-Evaluation process and expectations of the process
October – December 2014	Employee and Student Satisfaction Survey vetting at each of the campuses; modifications and addition of campus-specific questions
October – December 2014	Point of Service Surveys Survey vetting at each of the campuses; modifications and addition of campus-specific questions
December 2014	SDCE Accreditation Steering Committee Meeting Overview of WASC Accreditation Process Review of 2010 Timeline Review of Steering Committee and Work Group Members
December 2014- January 2015	Direct IRP revises and inputs surveys into online (Employee Survey) and hardcopy (Student Survey), and prepares student survey packets, and random class section sample
SPRING 2015	
January 2015	WASC Accreditation Visit Change to Spring Semester 2017

January 2015	Spring Flex Days: Accreditation Update by Vice President of Instruction
January – February 2015	Campus survey awareness campaigns are sent (pre-notifications)
February – March 2015	District IRP sends invitations to survey all employees Follow up with 2-3 weekly reminders
March 2015	SDCE Accreditation Steering Committee Meeting additional faculty and staff invited to join Focus Groups
March – April 2015	CBRs distribute Student Survey packets to selected faculty Faculty administer the survey
April 2015	SDCE Board of Trustees meeting: Accreditation Update Program Review Deadline for 2013-2014
May 2015	Proposed Timeline sent out to SDCE Steering Committee Members
June 2015	SDCE Master Plan 2013 to 2015 Update on Program Goals
June 2015	Dean/Program Chair Retreat Agenda item: Accreditation Fall Convocation Formation of Home Groups
	SUMMER 2015
June – August 2015	Chapter 1 Self-Study Focus Group Meeting First draft Student and Community Profile (Chapter 1) Incorporate feedback/make edits to Chapter 1 Steering Committee Co-Chair and SLO Coordinator meeting about observations and SLO website Accreditation planning meeting with CE President, ALO and Steering Committee Co-Chairs
	FALL 2015
September 2015	Fall Convocation: Accreditation Update Refined Timeline for fall 2015 Chapter 1 of the Self-Study vetted as a first draft Incorporate feedback/make edits to Chapter 1

	Formation of Home Groups during institutional flex days and Home Group Activity
September 2015	SDCE Steering Committee Meetings (monthly) Focus/work group ongoing recruitment Review home and focus Group tasks Provide results of Convocation Home Group Activity to Focus Groups Establish a preliminary timeline for completion of all tasks Accreditation web-site updates and re-design
October 2015	Evidence Library Established
October 5, 2015	ALO and focus group faculty member attend district Strand III meeting
October 30, 2015	Self-Study Draft 1 progress report from focus/work groups
November 2, 2015	Steering Committee Co-Chair Faculty Member attends District Accreditation planning meetings
November 9, 2015	ALO and Accreditation Co-Chair attend district meeting on Information Technology needs for Accreditation
November 13, 2015	Steering Committee Co-Chairs and ALO meeting with Board of Trustees (Standard IV)
November 20, 2015	Self-Study Draft 1 from focus/work groups
December 7, 2015	Steering Committee Co-Chair (faculty) attends district Accreditation planning meeting
December 2015	Self-Study Draft 2
	SPRING 2016
January 2016	Spring Convocation: Survey results presentation by District Research Accreditation Update Accreditation website re-design shared

January 29, 2016	Self-Study Draft 2 from focus/work groups Incorporate feedback from Steering Committee and Lead Author Finalize Chapter 1 of the Self –Study
February 2016	Self-Study Draft 2 Incorporate changes and suggestions by Steering Committee and Lead Author Continued Development, Circulation, and Discussion of Self-Evaluation Constituent Review
February/March 2016	Faculty selected, trained and observes SDCE classes
March 3, 7, 2016	Accreditation Self-Study Draft 2 distributed for feedback at forums
March 3- 25, 2016	Self-Study Draft 3 Incorporate changes and suggestions from forums and online by Steering Committee and Lead Author
March 2016	Faculty observers debriefed and provide input regarding the observation process
March 2016	All Focus Group Chairs provided with data from classroom Observations to be incorporated into Self-Study Report
April 14, 2016	Report on Institutional Set Standards to Board of Trustees
Week of April 11, 2016	Status Report to District Governance Council 9DGC) Status Report to Chancellor’s Cabinet
April 15, 2016	Accreditation Self-Study Draft 3 distributed to college for feedback
May 6, 2016	Draft 3 feedback due to Steering Committee
May 12, 2016	Status Report to Board of Trustees
May 16, 2016	Joint Accreditation/Strategic Planning meeting
May 9-June 6, 2016	Incorporate changes and suggestions from Draft 3 by Steering Committee and Lead Author into Final Draft

SUMMER 2016

June-August 2016 Self-Study final draft edits/review

Summer 2016 Catalog evidence for Self-Study

FALL 2016

August 2016 Distribute final draft to college (1st day faculty officially return to work)
Fall Convocation: Accreditation Update

September 2016 All Constituency Approval
Academic Senate
Classified Senate
Associate Students
Managers

First Week of October 2016 Vice Chancellors' review of drafts of relative sections for fact check

First Week of November 2016 Board Subcommittee review of final draft Self-Study Reports for all colleges and Continuing Education

November 29, 2016 Chancellor's Cabinet summary review of Self-Study Reports

November 30, 2016 District Governance Council (DGC) overview of Self-Study Reports

December 2016 SDCCD Board approval of Self-Study report

SPRING 2017

January 2017 Submission of Self-Study Report due to WASC Accrediting Commission

March 12, 2017 Chancellors's District Overview to Accreditation Team Chairs and Standard Leads

March 13-16, 2017 Accreditation Site Visits