

SRJC 2015 Accreditation Self Evaluation What to Expect as a Standard Committee Member

SPRING 2013

April 12—Orientation Meeting

- Face-to-face introductions to your group
- Select faculty or classified co-chair (committees have administrative co-chairs)
- Review goals, the process, and the resources related to your standard
- Identify general data and other information that your committee will need access to
- Discuss timeline and schedule for future meetings (one in Spring 2013 plus regular meetings in Fall 2013) Note: *Flex credit available for faculty for Fall meetings.*

April-May—Follow-Up

- Co-chairs meet to refine schedules, discuss work strategy, set up a Spring meeting
- Co-chairs contact every member of the Standard Committee to confirm commitment and meeting schedule
- Hold one meeting of the committee. Wanda will attend and provide orientation specific to that standard, answer questions, and collect requests for data.

SUMMER 2013

- Wanda will contact administrative co-chairs (and other co-chairs as available), organize and submit data requests
- Co-chairs and anyone else so inspired may begin reading, planning, researching
- ACCJC Accreditation Website: <http://www.accjc.org/>

FALL 2013

PDA Day, August 16: “Making Sense: Writing Workshop for the Accreditation Self Evaluation”— Please plan to attend if possible.

- Accreditation Steering Committee meets
- Co-chairs hold “launch meeting” for their respective Standards Committees
 - Confirm schedule of meetings and deadlines
 - Review website access and procedures for posting and online discussion
 - Develop and assign specific tasks for research and writing
 - Invite Wanda to attend to answer questions and give more explanation

Committee members should expect to spend 2-3 hrs/week for work such as reading, interviews, data analysis, notes, emails, meeting preparation and meetings.

September 2013

- Accreditation Steering Committee meets
- Standards committees meet. Wanda will attend as needed.
 - Review initial findings related to specific areas of research
 - Identify themes and begin shaping report
 - Determine further data or research needs
 - Set deadline for sharing initial drafts (posted on website by end of October)

Committee members: Prepare for 2-3 hours/week for drafting.

October 2013

- Co-chairs may meet individually with committee members to discuss drafts and suggest development, organization, revision ideas.
- Accreditation Steering Committee meets
- Standards Committees meet to discuss and share drafts, general progress, posting process and deadline. Troubleshooting, revision suggestions, additional information, etc. Wanda will attend as needed.

DEADLINE for first drafts to be posted (for committee review only): Monday, October 28

Committee members: Expect to spend 2-3 hours/week for meetings, writing, and consultation (not 10 hours on the Sunday before the deadline, if possible!)

November 2013

- Accreditation Steering Committee meets
- Standards Committees work on revisions as suggested. Committee may not meet as a whole, but co-chairs will consult and follow-up to make sure members have what they need to complete the tasks by the December deadline.

Committee members: Prepare for approximately 2 hours/week for revisions (depending on how the first draft went). Wanda available as needed.

December 2013

DEADLINE for all first drafts to be posted for review by Mary Kay and Wanda: Monday, December 2

- Standards Committee members take a breath. They may need to answer a few questions or clarify points, but overall, committee work for Fall 2013 is done.
- Mary Kay and Wanda will review posted drafts and prepare for Spring work on second draft.

SPRING 2014

January-February 2014

- Accreditation Steering Committee meets for all-day retreat to discuss Self Evaluation draft and plan for revisions, documentation, etc.
- Standards Committees meet with Wanda to address Steering Committee feedback and recommendations before Draft 1 is posted for general review.

March-April 2014

- Draft 1 of the Self Evaluation is posted for review by entire college community: faculty, staff, managers, students and Board members are encouraged to respond with comments and suggestions.
- Standards Committees meet one more time to discuss and confirm revisions.

Committee members: Prepare for approximate total of 8 hours of review and revision plus communications and meetings, depending on feedback.

May 2014

DEADLINE for Draft 2 Monday, May 5. Wanda will review second draft of Self Evaluation and submit for final editing.