

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 update 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

January 2016

Finalize Chapter 1 of the Self-Study
Self-Study Draft 3
SPRING 2016

January 2016

Spring Convocation:
Survey results presentation by District Research
Accreditation Update
Accreditation website re-design shared

January-June 2016

Continued Development, Circulation, Discussion of

	the Self-Evaluation Constituent Review
February/March 2016	Faculty selected, trained and observes SDCE classes
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
March/April 2016	Per district timeline: Status Report to District Governance Council (DGC)
	SUMMER 2016
August 2016	Final Version of the Self-Study prepared for Board approval
	FALL 2016
September 2016	Fall Convocation: Final Preparations for Site Visit
October 2016	District Board Subcommittee review of final draft Self-Study Report
November/December 2016	Chancellor's Cabinet summary review of Self-Evaluation Reports District Governance Council (DGC) overview of Self-Evaluation Reports Board approval of Self-Evaluation Reports for all Colleges and Continuing Education
December 2016	Submission of Self-Evaluation Reports to Accrediting Commission
	SPRING 2017
January 2017	Board Approval of Self-Study Reports
March 2017	Accreditation Site Visit
Tentative March 13-16, 2015	