

ACTION PLAN

Date	4/11/2005	Department/Program/Service: ACCREDITATION
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OBJECTIVE: OBTAIN A 6-YEAR ACCREDITATION FROM WASC IN ACADEMIC YEAR 2006-2007

OBJECTIVE: Prepare Self Study

OUTCOME MEASURE(S): Self Study will be prepared and completed for Board approval three months before accreditation team visit.

	ACTIVITY	COMPLETION DATE	RESPONSIBLE STAFF	PARTICIPATING DEPTS.	PROGRESS
1	Conduct training of all team members	April, 2005	WASC/ALO	All Teams	
2	Conduct organization and planning meeting of Accreditation Task Force (ATF)	April, 2005	ALO	ATF	
3	Conduct organization and planning meeting of Standard and Editing Teams	April, 2005	ALO	All Teams	
4	Accreditation web site established	April, 2005	ALO	Web Master	
5	Editing team establishes self study format	May, 2005	ALO	Editing Team	
6	Reference file created	May 15, 2005	Accreditation Coord. (AC)		
7	Teams begin writing self study	September, 2005	ALO	All Teams	
8	Administer surveys and report findings to all teams	December, 2005-January 2006	Researcher	Designated students and personnel	
9	First drafts reviewed and comments shared	February-March, 2006	ALO	All Teams	
10	Second drafts posted to web site	March-April, 2006	ALO/AC	Standard Teams	
11	Second drafts reviewed and comments shared	by May 26, 2006	ALO/AC	All Teams	
12	Final drafts posted to web site	June 15, 2006	ALO/AC	Standard Teams	
13	Editing team reviews final draft	June-August, 2006	ALO/AC	Editing Team	
14	ATF reviews final draft	August-September 1, 2006	President/ALO	ATF	
15	Final report to Board for information	September 12, 2006	ALO	Board	
16	All-campus presentation	mid September, 2006	ALO/AC	All Campus	
17	Board approval	October 10, 2006	President/ALO	Board	
18	Report sent to printer	mid October, 2006	ALO/AC		
19	Report distributed	November, 2006	ALO/AC		
20	Update to self study prepared	January 15, 2007	ALO/AC		
21	WASC Site Team visit	March, 2007	ALO/AC	ALL	