

**YEAR 2008 – 2009****FALL QUARTER 2008 – Appointment of the Accreditation Liaison Officer**

- OCT 2008 Appointment of Vice President of Workforce Development & Instruction (VPWDI) as Accreditation Liaison Officer (ALO).
- NOV 2008 ALO attends Accreditation Commission ALO Training Workshop.

**WINTER QUARTER 2009 – Accreditation Awareness**

- JAN 2009 Appointment of Vice President of Instruction & Institutional Research (VPI), Academic Senate President and Classified Senate President, along with ALO, as co-chairs for the accreditation self study steering committee.
- FEB 2009 VPI and Academic Senate President attend State Academic Senate Accreditation Institute.
- FEB 2009 VPWDI/ALO and VPI present the Classified Senate, Academic Senate, and Administrator's Council with an overview of accreditation standards and self study structure, in addition to elements critical to successful self study: Integrated planning and budgeting, student learning outcomes, program review, and strategic and educational master planning.

**SPRING QUARTER 2009 – Accreditation Preparation**

- APR 2009 College and divisional workshops facilitated by the VPI on student learning outcomes and implications for accreditation.
- MAY 2009 Strategic initiatives task force organized for development of college strategic and educational master planning goals.
- JUN 2009 Strategic and educational master planning goals finalized.

**YEAR 2009 – 2010****SUMMER QUARTER 2009 – Accreditation Preparation**

AUG 2009 VPI, Academic Senate President, and Classified Senate President participated in planning and preparation for College and District Opening Day presentations on accreditation and self study timelines.

**FALL QUARTER 2009 – Building Accreditation Awareness & Committee Development**

SEP 2009 District and College Opening Day presentations: Accreditation Overview & Self Study Timelines.

OCT 2009 Initiate recruitment, selection, and appointment of faculty or staff as Self Study Editor.

NOV 2009 ALO, Classified Senate Representative, and College Researcher attend Accreditation Commission ALO workshop.

NOV 2009 - DEC 2009 Constituent meetings hosted and division accreditation self study presentations made by ALO to promote college-wide participation on standards committees.

DEC 2009 Accreditation self study committee appointments finalized, consisting of steering committee co-chairs – VP of WDI/ALO, Academic Senate President, Classified Senate Representative, and Self Study Editors; Standards Committee tri-chair appointments in January 2010 will complete the Self Study Steering Committee.

**WINTER QUARTER 2010 – Self Study Organization**

JAN 2010 Self study committee recruitments continue through ALO engagement with college divisions and constituent groups.

JAN 2010 Accreditation website updated and “Accreditation Newscast” launched to keep college community informed on self study progress, committee trainings, milestones, and accreditation commission news and updates.

FEB 2010 Ongoing college community engagement activities by steering committee members to recruit members of the college community for participation on standards committees.

FEB 2010 Associate Vice President of External Relations appointed by the College President to assume role as Accreditation Liaison Officer.

FEB 2010 Accreditation standards committees established, with tri-chairs appointed to lead each of the accreditation standards committees and to represent the standards committees on the college Self Study Steering Committee. Steering Committee meets on February 16, 2010.

FEB 2010 Accreditation Kick-Off Meeting hosted on February 26, 2010 for college constituents assigned to the Accreditation Steering Committee and Standards Committees.

MAR 2010 Foothill College hosts ACCJC Accreditation Self Study Training on March 5, 2010. Steering committee and standards committee tri-chairs attend training, and self study training and orientation schedule established for standards committee training.

MAR 2010 Academic Senate President, Classified Senate President, Classified Senate Accreditation Representative, College Researcher and Accreditation Liaison Officer attend the Academic Senate for California Community Colleges (ASCCC) Accreditation Institute on March 19-20, 2010.

**YEAR 2009 – 2010***continued***SPRING QUARTER 2010 – Self Study Organization**

- APR 2010 Standards committee orientation and training workshop content developed by Accreditation Self Study Steering Committee based on ACCJC Self Study Training and ASCCC Accreditation Institute, and workshops provided to standards committees for self study overview, fact-finding and report writing.
- APR 2010 Standards committees establish writing goals and timelines; identify research needs and communicate to steering committee for coordination with Institutional Research.
- APR 2010 Planning and Resource Council (PaRC) and Accreditation Self Study Steering Committee review Final Report Recommendations, Mid-Term Report, and Follow Up Report, and to establish priorities for writing follow-up report and for development of the self study planning and research agenda.
- APR 2010 Self Study Teams begin gathering research and working with Institutional Research to organize data, evidence, and reports. Survey planning, development, coordination and administration timelines established.
- MAY 2010 Steering committee and Institutional Research begin drafting survey development and administration, and Develop timeline for Fall implementation of Accreditation Survey.
- JUN 2010 Presentation of accreditation self study planning and timelines to Board of Trustees.
- JUN 2010 Steering Committee and Office of Instruction develop self study templates for all standards and related questions and distribute to Standard Teams.

**YEAR 2010 – 2011****SUMMER QUARTER 2010 – Organization of Data and Evidence**

- JUL 2010 Standard teams begin writing sections of the self study, and research and evidence continue to be gathered.
- AUG 2010 Steering Committee reviews, revises and finalizes self study planning agenda, and establishes Fall deadline for first draft of self study.
- AUG 2010 Steering Committee and Standards Committees convene for final planning and schedule prioritization for development of the first draft of the Self Study in Fall 2010.

**FALL QUARTER 2010 – Self Study Development: Version One Draft**

- SEP 2010 - DEC 2010 Self Study Editor and Editing Team design and develop the Self Study formatting and template, and develop the self study progress check schedule. Standards committees initiate writing of first draft of the self study.
- SEP 2010 - DEC 2010 Progress checks occur as scheduled between the standards committees; ALO and editor facilitate communication between standards committees, and research and documentation efforts by Institutional Research. Continuous self study status reporting and communication occurs with the college community.
- OCT 2010 Surveys administered; findings incorporated into first drafts. Document preparation begins in Marketing Communications Office. Template for document established.
- NOV 8, 2010** **First drafts completed; standards committees meet with steering committee co-chairs and editor to conduct initial content review.**
- DEC 2010 Editor conducts initial reviews of first drafts completed by standards committees, and coordinates with Institutional Research to develop documentation and drafts for Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Evaluation, Abstracts, and Planning Summary sections of the study.

**WINTER QUARTER 2011 – Self Study Development: Version Two Draft**

- JAN 10 2011 First draft reviewed by steering committee, and feedback provided to the standards committees for initial revisions.
- FEB 16, 2011** PaRC notified that first draft of the self study is posted on the accreditation website, distributed electronically to PaRC, Academic Senate, Classified Senate, Associated Students of Foothill College (ASFC), and the college community for review, commentary, and recommendations.
- FEB 2011 - MAR 2011 Standards committees initiate writing to incorporate revisions and feedback from governance and constituent groups, and complete second draft reports.
- MAR 16, 2011** Accreditation report to PaRC, feedback from constituency groups overview.
- MAR 25, 2011** Last day for feedback submission to Standard point-person
- MAR 28-APR 5 Standards committees meet with steering committee co-chairs and editor to conduct review of feedback, content and report organization. Draft updated with feedback from constituency groups. Editor conducts review of second drafts completed by standards committees, and coordinates with Institutional Research to finalize documentation and drafts for Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Evaluation, Abstracts, and Planning Summary sections of the study.

**YEAR 2010 – 2011***continued***SPRING QUARTER 2011 – Final Reviews and Self Study Completion**

**APR 6, 2011** First reading of second/final draft presented to PaRC and campus community.

APR 6-13, 2011 Steering committee reviews final draft for content and self study organization, and feedback provided to the standards committees for final revisions.

**APR 20, 2011** PaRC discusses second/final draft.

**MAY 2, 2011** PaRC discusses and approves final draft. Draft is posted on the accreditation website, Final draft edited, and ALO sends to the Board of Trustees for May 2 meeting.

**JUN 6, 2011** Board of Trustees approves final draft.

JUN 7, 2011 Final proofreading conducted, and document sent to printer. physical copies placed in the library, and distributed electronically to PaRC, Academic Senate, Classified Senate, Associated Students of Foothill College (ASFC), Board of Trustees, and the college community.

**SUMMER QUARTER 2011 – Visit Planning and Preparation**

**JULY 2011** Self Study printed for distribution to the college community and the visiting team.

AUG 2011 Site visit Logistics Planning Team assembled and action plan completed to prepare for visit.

**FALL QUARTER 2011 – Accreditation Team Visit**

SEP 2011 ALO delivers official correspondence to the Accreditation Commission outlining any significant updates to the self study since final publication.

SEP 2011 Foothill College Self Study delivered to the Accreditation Visiting Team Chair and members of the visiting team, along with the visit itinerary.

SEP 2011 Self Study overview at College Opening Day.

**OCT 24-27** Accreditation team visit.