

## **2020 Institutional Self- Evaluation Timeline**

**Please note: there will certainly be additions and corrections as time goes by**

### **Fall 2018**

**August 31**

#### **AAG meeting**

- Discuss timeline
- Discussion of topic for QFE

QFE possible topics:

- Integrate instruction + SS
- Setting student success goals
- Guided Pathways

**September**

Becky sends out “ya’all come” email to solicit team members

**October 19**

#### **AAG meeting with co-chairs (BFL CCC, 10-12)**

- Discuss ways to organize the teamwork
- Discuss additional expertise missing from the teams
- Review job description for technical writer
- Writing team members roughly finalized and approved by the Senates by this date (Becky to do)
- Becky to share style guide and evidence collection One Drive Folder information with all

**November 30**

#### **AAG meeting with co-chairs (BFL CCC: 10-12)**

- Co-chairs will have meeting dates/times set for spring and bring to this meeting
- Co-chairs review the standards they are covering by this meeting
- Announce there is online training if needed, discuss other training needs

### **Spring 2019**

**January 23**

#### **Flex training**

- 1) For all writing teams: Include levels of “why?”
- 2) More general flex training for entire college on ‘What is Accreditation and Why Does it Matter’

Plan other trainings with each writing team (2 times in spring)

- February 8**                      **AAG meeting with co-chairs (Humanities 102: 10-12)**
- All teams will have reviewed the standards and the 2014 report
  - All co-chairs will have looked at another college's recent report (Becky to provide links to good examples)
  - All teams have designated who will be doing what
  - Co-chairs will have developed a list of who needs to be interviewed – individuals and committees
- March 8**                      **AAG meeting with co-chairs (BLF CCC: 10-12)**
- Interviews and research report out
  - All teams have made outline/bullets for each descriptive summary section
  - Final decision on QFE, then that choice will go to governance
- March 29**                      **AAG meeting with co-chairs (Library 151, 10-12)**
- Interviews and research
  - Filling in outline of descriptive summaries
- April 19**                      **AAG meeting with co-chairs (L 151: 10-12)**
- Filling in outline of descriptive summaries
- May 10**                      **AAG meeting with co-chairs (Humanities 102, 10-12)**
- Discuss evaluation section plans and findings
- May 24**
- Last day of finals week
- Solid first draft of all descriptive summaries
- Bullets of findings for self-evaluation
- Summer 2019**                      Draft reading
- Technical writer begins work
- Fall 2019**                      Teams finalize writing and evidence collection
- Drafts (by standard) are reviewed by relevant committees and governance
- Write the QFE, introduction section, and ERs/Policies
- January 2020**                      Flex – compiled final draft presented to college

**February 2020**

Final draft begins governance process

**May 2020**

Final draft approved by Governing Board

**October 2020**

Team visit