

BOARD REPORT NO. 11-9-4C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jing Luan, Vice Chancellor, Education Services and Planning, 358-6880

UPDATE ON 2013 ACCREDITATION

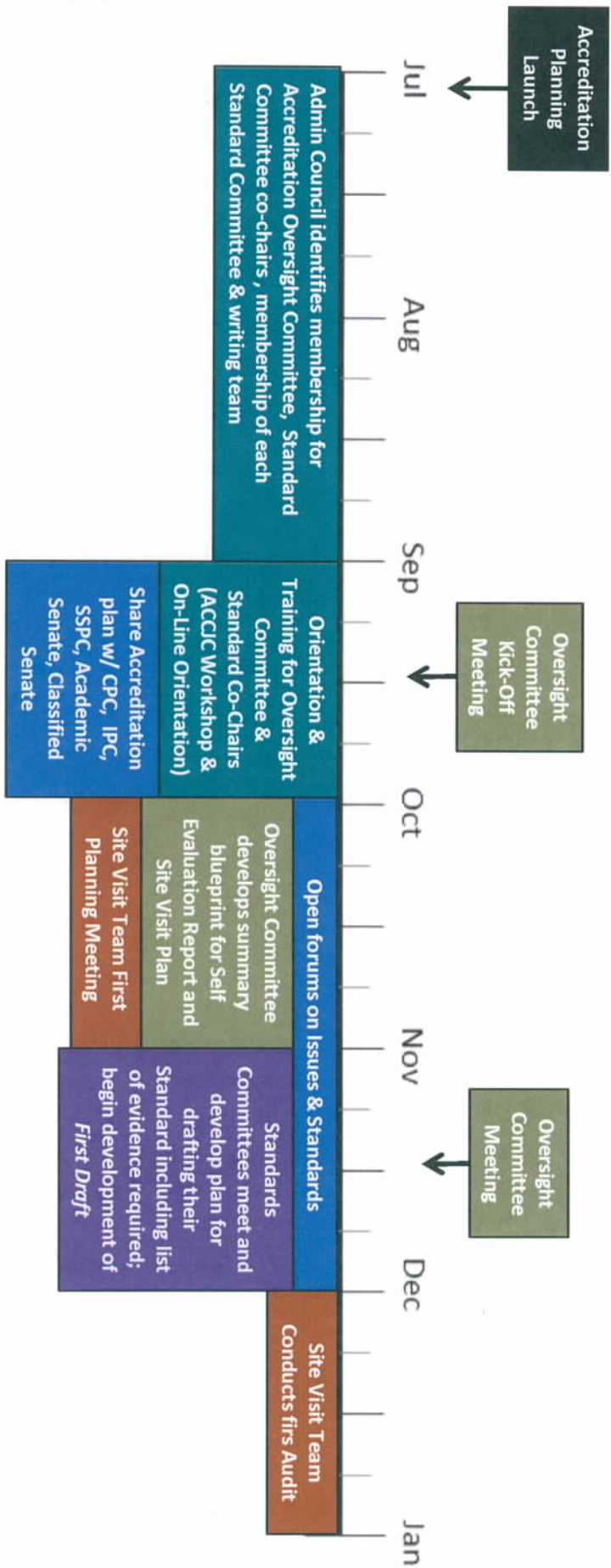
The three Colleges and the District are actively engaged in preparing for the 2013 Accreditation visits. The SMCCCD Accreditation Coordinating Council, chaired by the Vice Chancellor, Educational Services & Planning, is comprised of four Accreditation Liaison Officers (three from the colleges and one from the district), college steering committee co-chairs, and district personnel. The Council will coordinate the overall efforts in areas of information sharing and briefing to the Board of Trustees. Each college has formed a steering committee and writing teams/committees for each of the four standards according to the ACCJC guidelines. Faculty, staff, students and district employees are represented on these committees and writing teams. Personnel in the District Office have been assigned to each of the four standards based on their areas of responsibilities for the purpose of providing information and input.

Over the next two years, the colleges will be engaged in drafting and compiling their self-evaluation reports. The Board of Trustees, college governing bodies, and the college communities will be informed of the progress through formal presentations and periodic updates and will be invited to participate at various junctures throughout the process. Final drafts will first be reviewed and subsequently approved by various college governing bodies. The Board of Trustees will review and approve the self-evaluation studies prior to their submission to ACCJC.

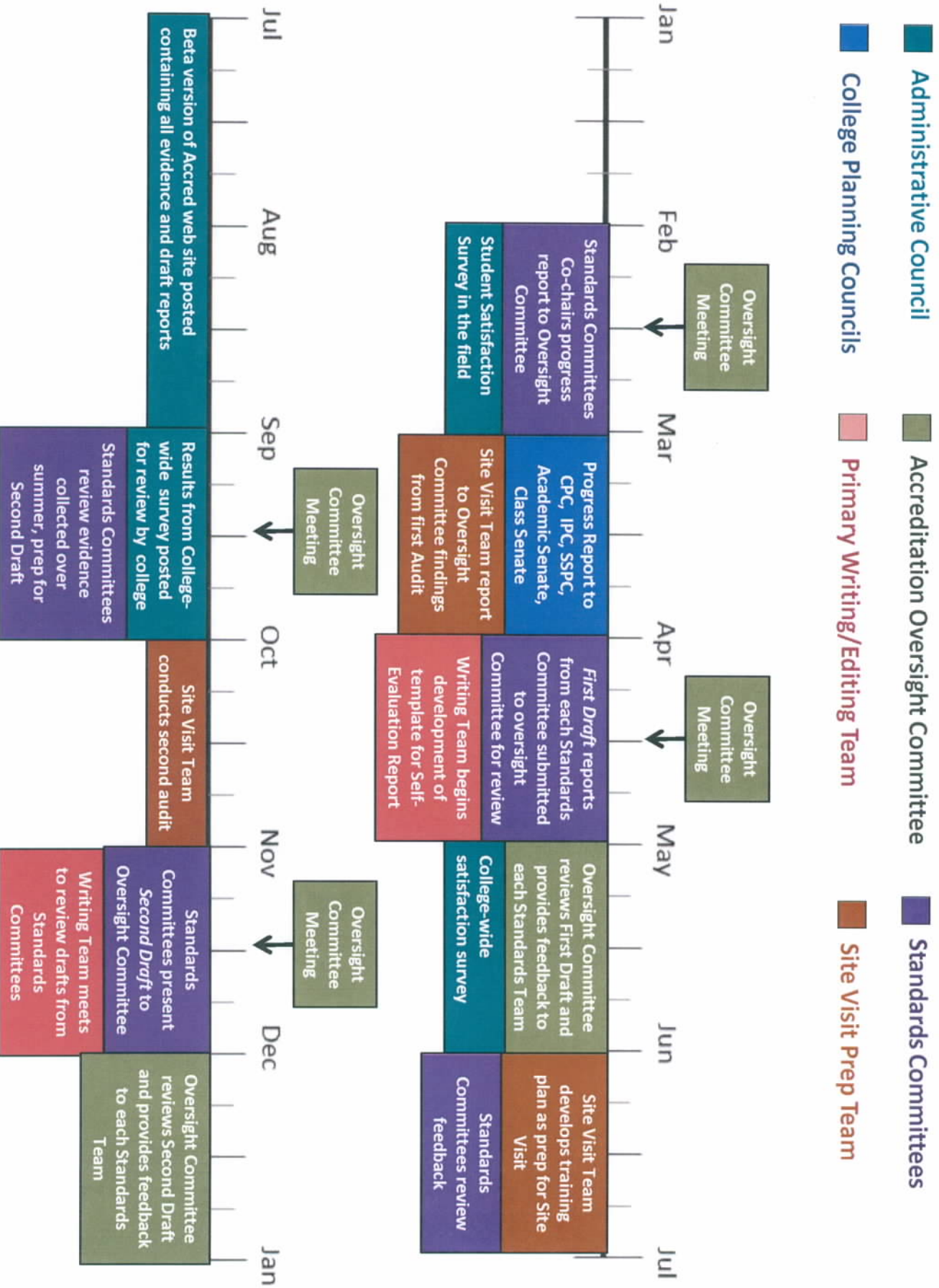
The three colleges have established timelines that include the Board of Trustees review and ultimate approval of the self-evaluation reports. These timelines are attached to this report. The SMCCCD Accrediting Coordinating Council will bring periodic updates to the Board with increasing frequency as we approach the final approval of the self-evaluation reports in the summer of 2013.

Cañada Accreditation Planning Timeline for 2011

- Administrative Council
- College Planning Councils
- Accreditation Oversight Committee
- Primary Writing/Editing Team
- Standards Committees
- Site Visit Prep Team

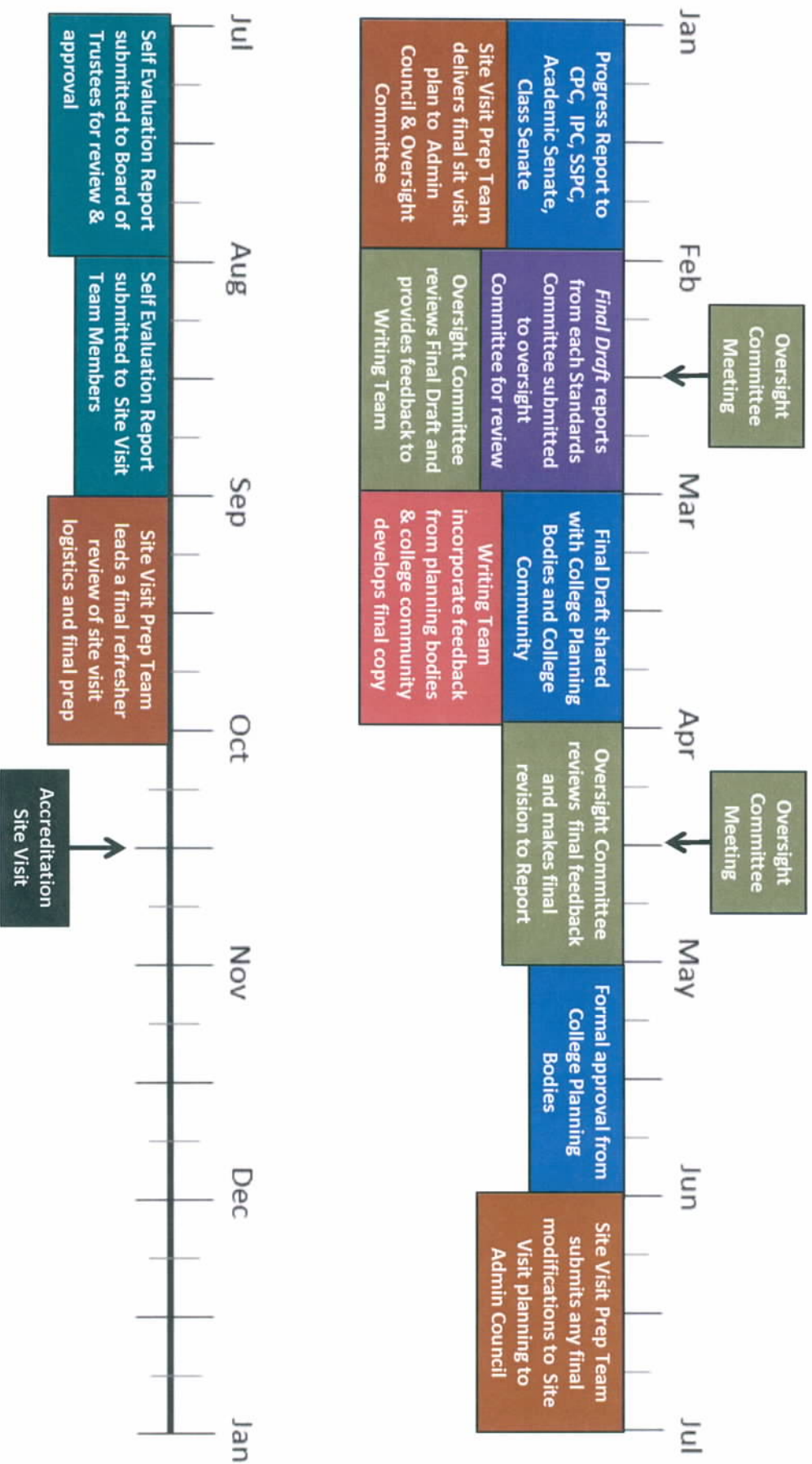


Cañada Accreditation Planning Timeline for 2012



Cañada Accreditation Planning Timeline for 2013

- Administrative Council
- College Planning Councils
- Accreditation Oversight Committee
- Primary Writing/Editing Team
- Standards Committees
- Site Visit Prep Team



2013 INSTITUTIONAL SELF EVALUATION TIMELINE

College of San Mateo

May 2010	Faculty Co-chair for the Self Evaluation Appointed
November 2010	2013 Self Evaluation Logistics Committee Approved by the Accreditation Oversight Committee
	2013 Self Evaluation Communications Committee Approved by the Accreditation Oversight Committee
	Standards Committees Administration Co-chairs Accepted by the Accreditation Oversight Committee
December 2010	First Meeting of the 2013 Self Evaluation Communications Committee
February 2011	Standards Committees Faculty Co-chairs Approved by the Academic Senate and Accepted by the Accreditation Oversight Committee
March-May 2011	Recruitment of Standards Committees Members
March 11, 2011	Orientation Workshop for Logistics Committee, Communications Committee, Standards Co-chairs, and Accreditation Oversight Committee
April 2011	Initial Meeting of the District Accreditation Coordinating Committee
	District Liaisons to Standards Committees Identified by the District Accreditation Coordinating Committee
May 2011	Standards Committees Classified Staff Members Approved by CSEA and Accepted by the Accreditation Oversight Committee
	2013 Self Evaluation Web Site Populated
	College-wide Surveys of Students, Faculty, Classified Staff, and Administrators Conducted by PRIE (Office of Planning, Research, and Institutional Effectiveness)
	First Meeting of the 2013 Self Evaluation Logistics Committee
	Presentations by the District Accreditation Liaison Officer (ALO) to the District Shared Governance Council and to the District Academic Senate

June-July 2011	Standards Committees Faculty Members Approved by the Academic Senate and Accepted by the Accreditation Oversight Committee
June-August 2011	2013 Accreditation Office in College Center Organized and Prepared for Fall 2011 Use
August 2011	Standards Committees Student Members Approved by the Associated Students Survey Results Posted by PRIE Oral Announcement by a District Administrator at a Board of Trustees Meeting that the Three Colleges Are Preparing for Their Two-year Self Evaluations, Culminating in Site Visits in 2013
September 2011	Standards Committees Adjunct Faculty Members, Students, and Additional Full-time Faculty Members Approved by the Academic Senate and Accepted by the Accreditation Oversight Committee
September 16, 2011	All-College 2013 Self Evaluation Kick-off
September 21, 2011	Formal Information Report Presented to the Board of Trustees by District ALO
September 30, 2011	ACCJC Self Evaluation Training, Held at Skyline College
10/11-3/12	Standards Committees Research and Write First Draft of the 2013 Institutional Self Evaluation Report
April 2012	Written First Drafts from Standards Committees and Planning Agenda Group Due to 2013 Self Evaluation Co-chairs
April-May 2012	First Draft of the 2013 Institutional Self Evaluation Report Distributed for College, District Office, and SMCCCD Board of Trustees Review and Comment
Spring 2012	Presentations by the District ALO to the District Shared Governance Council and to the District Academic Senate
May 2012	College-wide Surveys of Students, Faculty, Classified Staff, and Administrators Conducted by PRIE
August 2012	Survey Results Posted by PRIE
8/12-11/12	Standards Committees and Planning Agenda Group Write Second Draft of 2013 Institutional Self Evaluation Report
December 2012	Second Drafts from the Standards Committees and Planning Agenda Group Due to 2013 Self Evaluation Co-chairs

Themes Identified

Second Draft of the 2013 Institutional Self Evaluation Report Distributed for College Review and Comment

1/13-3/13	Standards Committees, Planning Agenda Group, and Themes Group Write Third Draft of the 2013 Institutional Self Evaluation Report
January 2013	Preparation for Fall 2013 Site Visit Begun by Logistics Committee
March 2013	Institutional Self Evaluation Reports from Cañada College, College of San Mateo, and Skyline College Posted for Review and Feedback by Personnel at the District Office, Faculty, Classified Staff, Students, and Administrators
April 2013	2013 Institutional Self Evaluation Report Edited
May 2013	All-College Final Review of the 2013 Institutional Self Evaluation Report
May-June 2013	Final Editing of the 2013 Institutional Self Evaluation Report
Summer 2013	Institutional Self Evaluation Report Presented to SMCCCD Board of Trustees for Review, Comment, Approval, and Sign-off
	2013 Institutional Self Evaluation Report Sent to ACCJC
	Preparation for Fall 2013 Site Visit by Logistics Committee
Fall 2013	Site Visit by ACCJC (Dates to Be Sent to CSM by ACCJC)



Fall 2013 Accreditation Visit Timeline for Self-Study

Steering Committee co-chairs meet with appointing bodies for approval of Steering Committee members. Selection of writing teams initiated	Aug 2011 – Sept 2011
Writing teams appointed by appropriate bodies	Sept 2011
Accreditation Steering Committee Kick Off Meeting of all members	Sept 2011
Accreditation Workshop offered for key members (10)	Sept 30, 2011
Training Workshop for writing committees	Feb 2012
Standards committees begin self study process. Assignments for areas within standards made, research needs identified, data collected.	Feb 2012 – March 2012
Student survey conducted	Feb 2012 – Mar 2012
Themes groups meet	March 2012
Forums on issues held. Writing of standards	April – Sept 2012
First written draft due to Steering Committee from Standards Committees	Sept 15, 2012
Committees revise drafts, Employee surveys conducted	Sept – Nov 2012
Second draft from all committees due to Steering Committee updated for currency of 2012-13 initiatives	Dec 3, 2012
Writing team chairs to review content of specific standard and submit to Steering Committee <i>Email to: Donna B., Fermin I., Rob J.</i>	Dec 10, 2012
Editor to format document. <i>Draft #2 distributed to Steering Committee for review:</i> Standard I: TBD Standard II: TBD. Standard III: TBD Standard IV: TBD.	<i>Dec 14, 12</i>
Feedback due from Steering Committee and forwarded to writing teams	Jan 22, 13
Writing teams to submit revisions	Feb 5, 2013
Draft #2.1 shared with College community <i>Public posting on website for review and comment</i> <i>Constituent groups review for comment</i>	Late Feb, 2013
Writing teams incorporate feedback	Mar 2013 – Apr 12, 2013
Self-Study editor prepares draft of report	April 15-19, 2013
Draft of self-study distributed for written comments	April 22, 2013

Open forum meeting held for campus community to comment on self-study report	April 22-26, 2013
Steering committee meetings to review feedback, final revisions made	May 1, 2013
Final approval by College Council and constituent bodies	May 15, 2013
Pre-site visit meeting held with Team Chair and Team Assistant	TBA
Steering Committee meeting to review site visit logistics; review status of self-study	May 2013
Self-Study given to Board of Trustees for review and approval	Jun/Jul 2013
Self-Study Mailed to Team Members	Aug 2013
Accreditation Site Visit	Oct 2013