



**West Los Angeles College  
Comprehensive Self Study for Accreditation Timeline**

Aug 24, 2010. Updated Aug 18, 2011

Beyond mere compliance.

<b>Nov 6, 2009</b>	At West's annual college retreat, 103 participants reviewed the college mission statement and identified the 3 essential words in it and submitted 3 words that do <i>not</i> appear but would be important to include.
<b>Nov 17, 2009</b>	First Seaside Coordination meeting at West LA College
<b>Dec 14, 2009</b>	Launch West's Comprehensive Self Study efforts at the Joint Admin/Divisional Council mtg. Ask all to submit names of those to participate in the self study and the standards they are interested in.
<b>Jan 2010</b>	Develop and submit accreditation self study budget.
<b>Jan 2010 2 Mondays each month</b>	Working Group for Alignment: Planning, Review, and Accreditation Made up of the Dean of Research and Planning, Chair of the College Council, the three Vice Presidents, and others to be determined, the group monitors and assists the progress in the college's agreed upon strategic planning, review, and accreditation activities.  Purpose: to ensure the implementation, timeliness, and the fulfillment of the agreed upon charges, shared governance agreements, and assigned roles and responsibilities of recognized entities--Senate, unions, and committees.
<b>Jan 14 &amp; 21, 2010</b>	Full-day retreats for administrators on the 14 <sup>th</sup> and the Joint Administrative/Divisional Council groups on the 21st reviewed the work of the college retreat of Nov. 6 <sup>th</sup> and, in groups, developed a vision and mission statement to go to the Accreditation Steering Committee.
<b>Jan 27, 2010</b>	Present Org Plans and Timelines to Board.
<b>Jan 28, 2010</b>	Accreditation Steering Committee meets. Mtgs. set for the 4 <sup>th</sup> Thursday of each month at 2:30 p.m. Work with ASO to encourage student participation. Review of Mission Statement proceeds.
<b>Feb 2010</b>	With Senate's help, announce the WASC Leadership Academy to faculty in order to recruit applicants, mentor and prepare future accreditation leaders. Decide which surveys to conduct and a timeline for these.
<b>Feb-Mar 2010</b>	March 12, 2010 – Standards' Committees' Co-Chairs, ALO and Faculty Chair of Accreditation attend ACCJC-sponsored workshop at LA Southwest College. Organize full Accreditation Team, including standards' co-chairs and committee members: Committees meet initially to learn about the purposes and requirements of the accreditation self study process, review timelines, assign work and schedule future meetings, including <b>Town Hall meetings for the college community</b> . Complete work on review of college mission statement, approval by college constituencies.
<b>Apr-May 2010</b>	<b>ACTION: College Council recommends mission and values statements to the college president.</b>  SCHEDULED: Town Hall meeting, Thursday, April 22, 2010. Deborah Kaye presents, along with updates from all Standards' Committees' co-chairs. College Accreditation Teams meet to interpret/analyze the "Standards," review past recommendations, examine sample self study reports, and define long-term research needs and define sources of evidence. Mission statement goes to Board.

<b>May 2010</b>	Updates of college's Educational Master Plan, including Student Services Plan, Technology Plan completed. Goal: alignment and synthesis.
<b>May 12, 2010</b>	Mission Statement approved by the Board of Trustees.
<b>Summer 2010</b>	College researcher prepares data.
<b>Aug 2010</b>	FLEX Day "Self Study Kick Off" Event – planned with Academic Senate
<b>Fall '10-Spring '11</b>	Monthly Standard Team & Steering Committee meetings – write draft report, collect and organize evidence.
<b>Oct 2010</b>	Appoint Self Study Report Editor & Production Team and conduct training for committee chairs on report format and style.
<b>Nov 1, 2010</b>	<b>1<sup>st</sup> draft of report due</b>
<b>Nov 19, 2010</b>	At annual college retreat – focus on Self Study Report.
<b>Spring 2011</b>	Compile preliminary draft of <i>Self Study Report</i> .
<b>Apr 20 2011</b>	<b>2<sup>nd</sup> draft due</b>
<b>June 16 2011</b>	Seaside Colleges meet at West
<b>July 27 2011</b>	Report to Board with draft planning agendas.
<b>Summer 2011</b>	Edit draft of <i>Self Study Report</i> and prepare graphics. Organize, check evidence. Finalize history of the college; data; Eligibility Requirements; Evidence CDs
<b>Aug 17, 2011</b>	Destination: Accreditation Summit – read-around, preparation for Flex Day; communicating about/receiving input on the self study report
<b>Aug 25, 2011</b>	Flex Day – report presented to faculty and the college community; break-out sessions led by standards' committees' co-chairs; teams will take report to all areas of college. Access for review of drafts at GoogleDocs
<b>Sep 2011</b>	Circulate edited draft of <i>Self Study Report</i> to standards committees for final comment, review and revision & begin site visit prep. 2x monthly accreditation updates in WestWeek Feedback on report due by Friday, September 16, 2011 for Accred. Steering Committee review at its Sept. 20, 2011 meeting. Email all to Alice for her final edits.
<b>Oct 3, 2011</b>	<b>3<sup>rd</sup>, final draft due – evidence, documentation checked, completely edited</b>
<b>Oct 2011</b>	Circulate final <i>Self Study Report</i> to all college constituencies for discussion and approval, hold forums & complete graphic layout. Sign off by college constituencies, including <i>all</i> full-time faculty. Prepare for Leadership Retreat, Nov. 18, 2011
<b>Nov 15, 2011</b>	Deliver complete self study for publication
<b>Dec 7, 2011</b>	Deliver final <i>Self Study Report</i> to District Office for Board review.
<b>Dec 14, 2011</b>	Present <i>Self Study Report</i> to the Board's Institutional Effectiveness Committee for signatures.
<b>January 2012</b>	Mail <i>Self Study Report</i> to ACCJC after final BOT approval and continue preparations for site visit.
<b>March 12-15, 2012</b>	ACCJC Site Visit

*Vision: A gateway to success for every student.*

*MISSION-West Los Angeles College provides a transformative educational experience.*