

**SAN DIEGO MESA COLLEGE
SELF STUDY PROCESS FOR ACCREDITATION EVALUATION**

FALL 2010 Revised 10/15/09

Reassigned Time for Faculty Co-Chair	Timeline	Activities
None	Fall 2007	Select Co-Chairs
40% -- Sp 2008	Spring 2008	Form Self Study Teams for the Four Standards; Identify Coordinators for Standards teams for Steering Committee; Organize and begin work; Review last Self Study and Focused Midterm report responses
40% -- Fall 2008	Fall 2008	Start compiling the narrative, evaluation, and planning sections, and begin collecting evidence
40% -- Sp 2009	January-May 2009	Narrative, evaluation, planning, and evidence sections for all four standards completed and submitted to Co-Chairs. Selection of additional co-chair/ lead writer.
40% -- Sum 2009	June – August 2009	Self Study Chairs (Lead Writers) develop draft Self Study and begin to compile central evidence file. Administrative self-study chair reassignment.
40% --Fall 2009 Additional 20% for Editor to assist with revision	Fall, 2009 (October)	Pilot – Linking Planning and Resource Allocation
	Fall 2009 (September – December)	Self Study Chairs (Lead Writers) continue to develop and edit Self Study draft; continue compilation of evidence file.
40%--Sp 2010 (for each faculty co-chair)	January, 2010	Self Study Chairs (Lead Writers) Finalize Self Study draft.
	February (early), 2010	Self Study draft to Standard Coordinators and Committees for review and feedback.
	February (mid), 2010	Hold open college-wide forum to collect input.
	March (early), 2010	President's Cabinet reviews draft Self Study.
	April (early to mid), 2010	Self Study Chairs (Lead Writers) finalize, edit, format, and print final draft and complete evidence file.
	May (early), 2010	President's Cabinet approval of final draft.
	May (late) to June (early), 2010	Board of Trustees approval of Self Study.
	August 2010	Mail Self Study to Commission.
40%--Fall 2010 (split between the two faculty co-chairs)	August, 2010-October, 2010 Site Visit	Assemble documentation; organize visit. Serve as liaison to team for team arrangements.
	October 11 – 14, 2010	Onsite Visit.