

Accreditation Timeline Updated May 22, 2012					
Task	Phase	Working Days	Calendar Days	Start time	End time/Deadline
ACCJC/WASC Team Visit	Visit			Tuesday, October 16, 2012	Thursday, October 18, 2012
General Faculty Staff meeting: presentation	Final				Thursday, August 16, 2012
ALO sends 4 printed copies of report & 1 electronic copy of report and evidence to ACCJC office 60 DAYS before site visit. Include in electronic format, one catalog and one class schedule (link? download?). One printed and one electronic copy of report to each member of evaluation team. Include electronic copy of evidence, catalog and class schedule to each member of the evaluation team.	Final				NLT August 15
UH Board of Regents meeting to review and approve Self Evaluation Report.	Final				Thursday, July 19, 2012
Self Evaluation Report posted online for community.	Final			Monday, July 02, 2012	Monday, July 02, 2012
Submission of final report to Office of VP for Community Colleges (Deadline to be announced)	Final				Friday, June 29, 2012
Final report sent to printer. 50? printed copies needed. (4 to mail to ACCJC, 1 copy for each team member, copies for steering committee, Chancellor, VP UHCC, Library, plus extras).	Final			Monday, June 25, 2012	Friday, June 29, 2012
Steering committee co-chairs and editor review recommendations from BOR and community and make changes as appropriate. Data updates and edits (copy edits, Hawaiian language, citations, content edits) incorporated. E-resources coordinator finishes work on references. Report link-checked & assembled. Final editing/formatting & layout. Steering co-chairs review. Digital version of report turned over to OFIE.	Final	16 days	22 days	Friday, June 01, 2012	Friday, June 22, 2012
Comments received and updates made	Final			Friday, June 15, 2012	Friday, June 15, 2012
CC committee of UH Board of Regents meeting (oral presentation, by J. Morton, of Self Evaluation Reports)	Final			Friday, June 15, 2012	Friday, June 15, 2012
ALO/CA sends report to UHCC VP for presentation to BOR/CC Committee. UHCC 5 hard copies & 1 e-copy with all evidence on thumbdrive or dvd.	Final Draft			Thursday, May 31, 2012	Thursday, May 31, 2012
Final Draft posted on web. Administrators, Faculty Senate, Staff Council, Student Council, and Kalāualani are notified. Comments to be turned in to steering committee.	Final Draft			Thursday, May 31, 2012	Thursday, May 31, 2012
Report to printer (at least 9 copies). E-copy prepared for BOR.	Final Draft	3 days	3 days	Tuesday, May 29, 2012	Thursday, May 31, 2012
Editor reviews draft. Proofing of English and Hawaiian. Report cover page work. Co-chairs work on gathering evidence, references, editing, layout, editing of cover page.	Final Draft	7 days	11 days	Thursday, May 03, 2012	Friday, May 25, 2012

50 hard copies --> Chancellor, 16 Steering Committee members, 1 for library, 4 ACCJC, ?? for evaluation team members, plus extras

3/27/12 guidelines given by UHCC VP: Submit final draft by 5/31/2012; Review by BOR/CC 6/15/2012; Final to BOR 7/?/12; Approval by BOR 7/?/2012

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All other sections of the Self Evaluation report (Introduction, Organization of the Evaluation, Organization of the Institution, Certification of Compliance, Responses to recommendations) due to editor Steering Co-chairs	Final Draft			Wednesday, May 16, 2012	Wednesday, May 16, 2012
Steering Committee meeting 25 to edit final draft (11.5 hours). Draft turned over to editor.	Final Draft			Thursday, May 03, 2012	Thursday, May 03, 2012
Submissions of final draft from standard co-chairs to steering co-chairs due May 3.	Final Draft			Thursday, May 03, 2012	Thursday, May 03, 2012
Report to PPAC	Final Draft				Tuesday, May 01, 2012
Comments from community, AGOs, Hawaiian graphics/layout/language team/Kalaulani and KCC members with ACCJC site visit experience sent to steering committee.	Final Draft	10 days	12 days	Monday, April 16, 2012	Friday, April 27, 2012
Hawaiian graphics/layout/editing team turn in designs.	Draft 4			Monday, April 23, 2012	Monday, April 23, 2012
Draft 4 posted online including sections A-F, citations, and layout graphics. Draft 4 shared with administrators, governing bodies, and the KCC community. Comments to be turned in by online form or email to steering committee by April 27.	Draft 4			Monday, April 16, 2012	Monday, April 16, 2012
Steering Committee meeting 14. Decision made to edit Draft 4 into Final Draft.	Draft 4			Friday, April 13, 2012	Friday, April 13, 2012
Panel of KCC members who have been on ACCJC site visits presents to accreditation community	Draft 4			Friday, April 13, 2012	Friday, April 13, 2012
Report to PPAC	Draft 4			Thursday, April 05, 2012	Thursday, April 05, 2012
Editor reviews Draft 4 sections as they are turned in and makes minor revisions.	Draft 4	7 days	18 days	Sunday, March 25, 2012	Wednesday, April 11, 2012
Steering co-chairs edit standards per comments from steering committee	Draft 4	10 days	16 days	Saturday, March 10, 2012	Sunday, March 25, 2012
Steering committee meeting 23: reviewed Draft 4 sections as they come in and turn them over to editor. (6 hours)	Draft 4	1 day	1 day	Saturday, March 10, 2012	Saturday, March 10, 2012
Steering committee meeting 22: reviewed Draft 4 sections as they come in and turn them over to editor. (8.5 hours)	Draft 4	1 day	1 day	Friday, March 09, 2012	Friday, March 09, 2012
Steering committee meeting 21: reviewed Draft 4 sections as they come in and turn them over to editor. (5.5 hours)	Draft 4	1 day	1 day	Thursday, March 08, 2012	Thursday, March 08, 2012
Report to PPAC	Draft 4				Tuesday, March 06, 2012
All comments compiled into one draft	Draft 4			Wednesday, March 07, 2012	Wednesday, March 07, 2012
Steering committee reviews Draft and returns draft with comments to steering co-chairs.	Draft 4	2 days	3 days	Saturday, March 03, 2012	Tuesday, March 06, 2012

Task	Phase	Working Days	Calendar Days	Start time	End time/Deadline
Standard chapters are compiled into Draft 4 and distributed back to Steering Committee	Draft 4	1 day	2 days	Friday, March 02, 2012	Saturday, March 03, 2012
Standard committees prepare Draft 4 of Standards I-IV & submit to steering committee. A standard can submit their draft before the deadline.	Draft 4	38 days	54 days	Monday, January 09, 2012	Friday, March 02, 2012
Steering Committee meeting 20: February	Draft 4	1 day	1 day	Friday, February 10, 2012	Friday, February 10, 2012
Report to PPAC	Draft 4				Thursday, February 09, 2012
On a separate copy of report, e-resources coordinator downloads, PDF's, and stores online evidence documents. Citations and endnotes are formalized. Two batch uploads.	Draft 4	27 days	38 days	Tuesday, February 14, 2012	Thursday, March 22, 2012
Steering Committee meeting 19 : January	Draft 4	1 day	1 day	Friday, January 13, 2012	Friday, January 13, 2012
Draft 3 posted online. Draft 3 shared with administrators, governing bodies, and the KCC community. Comments to be turned in by online form or email to steering committee.	Draft 3	1 day	1 day	Monday, January 09, 2012	Monday, January 09, 2012
Report to General Staff and Faculty meeting	Draft 3	1 day	1 day	Thursday, January 05, 2012	Thursday, January 05, 2012
Editor revises draft 3.	Draft 3	15 days	21 days	Saturday, December 17, 2011	Friday, January 06, 2012
Steering Committee meeting 18: December	Draft 3	1 day	1 day	Friday, December 02, 2011	Friday, December 02, 2011
Co-chairs review draft 3 with resource volunteers.	Draft 3	19 days	29 days	Friday, November 18, 2011	Friday, December 16, 2011
Steering committee meeting 17: reviewed Draft 3 with all comments in fifth reserved meeting (if needed). (10 hours)	Draft 3	1 day	1 day	Friday, November 18, 2011	Friday, November 18, 2011
Steering committee meeting 16: reviewed Standard III and Standard IV with all comments in fourth reserved meeting, half day, starting at 1:30pm (5 hours)	Draft 3	1 day	1 day	Thursday, November 17, 2011	Thursday, November 17, 2011
Steering committee meeting 15: reviewed Standard III and Standard IV with all comments in third reserved meeting, half day, starting at 1:30pm (6 hours)	Draft 3	1 day	1 day	Thursday, November 10, 2011	Thursday, November 10, 2011
Steering co-chairs compile comments for Standard III and Standard IV into single drafts	Draft 3	3 days	3 days	Monday, November 07, 2011	Wednesday, November 09, 2011
Co-chairs prepare KCC website and online repository for evidence.	Draft 4	59 days	122 days	Tuesday, October 25, 2011	Tuesday, February 14, 2012
Steering committee review Draft 3's Standard III and Standard IV chapters and submit the reviewed Standard III and Standard IV chapters with comments to Steering co-chairs.	Draft 3	6 days	8 days	Monday, October 24, 2011	Monday, November 07, 2011
Steering committee meeting 14: reviewed (Standard I and Standard II) in second of reserved meetings. (11 hours)	Draft 3	1 day	1 day	Saturday, November 05, 2011	Saturday, November 05, 2011
Steering committee meeting 13: reviewed Standard I and Standard II in first reserved meeting. (10 hours)	Draft 3	1 day	1 day	Friday, November 04, 2011	Friday, November 04, 2011
Steering co-chairs compile comments for Standard I and Standard II into single drafts	Draft 3	3 days	3 days	Tuesday, November 01, 2011	Thursday, November 03, 2011

APTs on leave during December

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Steering committee members review Draft 3's Standard I and Standard II chapters and submit the reviewed Standard I and Standard II chapters with comments to Steering co-chairs. (NOTE: Standard III and Standard IV chapters are submitted with comments to Steering co-chairs on or before November 7.)	Draft 3	6 days	8 days	Monday, October 24, 2011	Monday, October 31, 2011
Steering committee reviews Draft and returns draft with comments to steering co-chairs.	Draft 3	1 day	1 day	Sunday, October 23, 2011	Monday, October 24, 2011
Standard chapters are compiled into Draft 3 and distributed back to Steering Committee	Draft 3	1 day	1 day	Saturday, October 22, 2011	Sunday, October 23, 2011
Standard co-chairs review and integrate the submissions into cohesive chapters and follow-up on problems.	Draft 3	6 days	8 days	Friday, October 14, 2011	Friday, October 21, 2011
Steering co-chairs update VCAC	Draft 3			Tuesday, October 18, 2011	Tuesday, October 18, 2011
Steering Committee meeting 12: October	Draft 3			Friday, October 14, 2011	Friday, October 14, 2011
Steering co-chair report to Faculty Senate	Draft 3			Monday, October 03, 2011	Monday, October 03, 2011
Steering co-chair report to PPAC	Draft 3			Tuesday, September 27, 2011	Tuesday, September 27, 2011
OFIE reports results of faculty/staff survey	Draft 3			Thursday, September 15, 2011	Thursday, September 15, 2011
Steering Committee meeting 11: September	Draft 3			Friday, September 09, 2011	Friday, September 09, 2011
General Accreditation Community meeting	Draft 3			Friday, August 26, 2011	Friday, August 26, 2011
Report to General Staff and Faculty meeting	Draft 3			Thursday, August 18, 2011	Thursday, August 18, 2011
Standard Committees prepare Draft 3 of Standards I-IV & submit to steering committee. A standard can submit their draft before the deadline.	Draft 3	43 days	61 days	Monday, August 15, 2011	Friday, October 14, 2011
Report to General Staff and Faculty meeting	Draft 3			Thursday, August 18, 2011	Thursday, August 18, 2011
OFIE runs faculty/staff survey	Draft 2			Monday, August 15, 2011	Monday, August 15, 2011
Draft 2 posted on a Laulima site and shared with administrators and governing bodies.	Draft 2			Thursday, June 02, 2011	Thursday, June 02, 2011
Revised Draft 2 returned to all committee members with revision instructions.	Draft 2			Thursday, June 02, 2011	Thursday, June 02, 2011
Steering committee meeting 10: reviewed Draft 2 with all comments in a meeting to finish Std II. (9 hours)	Draft 2	1 day	1 day	Thursday, June 02, 2011	Thursday, June 02, 2011
Steering committee meeting 9: reviewed Draft 2 with all comments in a meeting. Completed Std. IV, I, and started II. (8 hours)	Draft 2	1 day	1 day	Monday, May 16, 2011	Monday, May 16, 2011
Steering committee meeting 8: reviewed Draft 2 with all comments in a meeting. Completed Std. III. (9 hours)	Draft 2	1 day	1 day	Friday, May 13, 2011	Friday, May 13, 2011
All comments compiled into one draft	Draft 2	3 days	3 days	Tuesday, May 10, 2011	Thursday, May 12, 2011
Steering committee members review Draft 2 and returns draft with comments to steering co-chairs. Note: Admin staff and Deans were asked to review Draft 2.	Draft 2	6 days	9 days	Sunday, May 01, 2011	Monday, May 09, 2011
Standard chapters are compiled into Draft 2 and distributed back to Steering Committee	Draft 2			Saturday, April 30, 2011	Saturday, April 30, 2011

added summer months to editing time

Task	Phase	Working Days	Calendar Days	Start time	End time/Deadline
Standard Committees prepare Draft 2 of Standards I-IV & submit to steering committee. A standard can submit its draft before the deadline.	Draft 2	39 days	60 days	Tuesday, March 01, 2011	Friday, April 29, 2011
Steering Committee meeting 7	Draft 1				Friday, April 15, 2011
Steering Committee meeting 6	Draft 1				Friday, March 18, 2011
Report to Faculty Senate	Draft 1				Monday, March 07, 2011
Draft 1 shared with administrators and governing bodies.	Draft 1			Tuesday, March 01, 2011	Tuesday, March 01, 2011
Revised Draft 1 returned to all committee members with revision instructions.	Draft 1			Tuesday, March 01, 2011	Tuesday, March 01, 2011
Steering committee meeting 5: review Draft 1 with all comments in a meeting. 8 hours.	Draft 1			Friday, February 25, 2011	Friday, February 25, 2011
All comments compiled into one draft	Draft 1			Thursday, February 24, 2011	Thursday, February 24, 2011
Steering committee reviews Draft 1 standards as they come in and return draft with comments to steering co-chairs.	Draft 1	7 days	10 days	Friday, February 18, 2011	Thursday, February 24, 2011
Report to PPAC	Draft 1				Tuesday, February 15, 2011
Standard chapters are compiled into Draft 1 and distributed back to Steering Committee	Draft 1			Tuesday, February 15, 2011	Friday, February 18, 2011
Report to General Staff and Faculty meeting	Draft 1			Thursday, January 06, 2011	Thursday, January 06, 2011
Standard Committees prepare Draft 1 of Standards I-IV & submit to steering committee. A standard can submit their draft before the deadline.	Draft 1	83 days	138 days	Friday, October 01, 2010	Tuesday, February 15, 2011
Steering Committee meeting 4	Draft 1				Friday, January 14, 2011
Steering Committee meeting 3	Draft 1				Friday, December 17, 2010
Report to PPAC					Tuesday, December 07, 2010
Hawaiian graphics coordinator recruited	Draft 1				Friday, October 22, 2010
Standard Committees identify needed data. Steering Committee started submitting data requests to OFIE.	Draft 1				Friday, October 22, 2010
Steering Committee meeting 2	Draft 1				Friday, November 12, 2010
Steering Committee meeting 1	Draft 1				Friday, October 08, 2010
Steering committee members attend ACCJC/WASC workshop on the self study.	Prep				Friday, September 24, 2010
Standards committee initial meetings to organize their memberships and formulate Self Evaluation plan.	Prep				Friday, September 17, 2010
General mtg of all accreditation members explaining accreditation	Prep				Friday, September 17, 2010
Standards committees formed and membership indicated preferences for standard chairs. Standard chairs chosen from the submitted nominations reflecting diversity.	Prep	3 days	3 days	Monday, September 13, 2010	Wednesday, September 15, 2010
2006 Self Evaluation reference materials and reports posted on Quill and made available via Laulima sites.	Prep	4 days	6 days	Friday, August 27, 2010	Wednesday, September 01, 2010
One Laulima site established for each Standard and an additional site established for the Steering Committee.	Prep	6 days	8 days	Thursday, August 19, 2010	Thursday, August 26, 2010

saved 18 days

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The 1996, 2000 accreditation reports, and Self Study (previous name) reference materials and reports posted on "Quill", the College internal information system at " http://quill.kcc.hawaii.edu/page/accredit ".	Prep				Wednesday, August 25, 2010
Committee volunteers sign up.	Prep	15 days	25 days	Thursday, August 19, 2010	Sunday, September 12, 2010
Presentation of accreditation Self Evaluation project at General Faculty/Staff meeting. Announcement of the start of recruitment for volunteers for the four committees.	Prep				Thursday, August 19, 2010