

Monterey Peninsula College

Institutional Self-Study/Site Visit Preparation Timeline

revised 15 January 2015

Date	Activity
Feb 2015	Feb 2: Drafts for Standard I and IV due to Steering Committee Reps
	Feb 16: Drafts for Standard II & III due to Steering Committee Rep
Feb/Mar 2015	Steering Committee reviews drafts
Feb/Mar 2015	Annual Report Preparations
late March 2015	ANNUAL REPORT DUE
mid March / April 2015	Steering Committee polishes working draft for consistent voice
May / mid-June 2015	Steering Committee begins draft of Quality Focus Essay
mid-June 2015	Draft of Quality Focus Essay due
Summer 2015	Introductory Content completed
	Working Draft updated with Spring 2015 progress/changes
late Aug 2015	Fall Flex Session
Sept / Oct 2015	Shared Governance review: FIRST READING
Nov 2015	Shared Governance feedback incorporated into Working Draft
Nov / early Dec 2015	Executive Summary drafted
Dec 2015 / Jan 2016	Working Draft updated with Fall 2015 progress/changes
Jan 2016	Executive Summary to Governing Board
late Jan 2016	Spring Flex Session (Campus Review)
early Feb 2016	College Community Reviews Updated Working Draft (Could include Open Forums, workshops, division meetings, other community activities TBD)
mid Feb / March 2016 (conclude by spring break)	Shared Governance review: SECOND READING and ACTION
	AAAG -->
	Academic Senate -->
	ASAG -->
	SSAG -->
	College Council -->
Early April 2016	Shared Governance feedback incorporated into Working Draft
late April 2016	Governing Board review: FIRST READING
early May 2016	Final Revisions (FINAL DRAFT)
May 2016	Governing Board review: SECOND READING and ACTION
June 2016	Prep for Site Visit Team Begins

Date	Activity
June/July 2016	Final Document & Evidence Prep
Aug 2016	Self Study Submitted to ACCJC
Aug / mid Sept 2016	Addendum Preparation
Late Aug 2016	Fall Flex Session
Sept 2016	Final Preparation for Site Visit
Late Sept 2016	Addendum to Governing Board
October 2016	Site Visit