

**ORGANIZATION**  
**FOR THE**  
**SELF STUDY**



# ORGANIZATION FOR THE SELF-STUDY

Accreditation standard committees were formed during the spring semester of 1999, trained prior to the fall semester of 1999 and began work in earnest in early fall 1999. Each committee was required to describe the policies, procedures, and practices at Cañada College, evaluate these, and create planning agendas based upon what, if anything, needed to be done differently, according to the criteria set forth in that standard.

The composition of the committees reflected Cañada College's commitment to collaboration between all constituents on campus. The ten standard committees were composed of forty-eight faculty members (77% of the full-time faculty), ten administrators/managers, fourteen classified staff members, seven students, and five district employees. All standard committees except Standard 5 (Student Support & Development) and Standard 8 (Physical Resources) were co-chaired by faculty, and, in each case, the other co-chair was either a classified staff member or an administrator. In fact, six of the ten committees were co-chaired by classified staff. In addition, our Vice-President of Instruction co-chaired two committees and our Dean of Humanities co-chaired a committee and was our editor.

Work was organized to be completed on time and involve as many people on campus as possible. All ten standard committees met independently as much as necessary. The Accreditation Steering Committee, made up of the co-chairs of each standard committee, met once a month during the last academic year in meetings to which all college employees and students were invited. During these meetings, steering committee members monitored progress, discussed issues that arose from the process, and created and revised their standard documents. During January 2000 Flex Day, the steering committees sponsored ten accreditation standard workshops in which all committee members worked on issues and revisions. The entire Cañada community was invited to these workshops.

During summer 2000, members of the Steering Committee met regularly to create the semi-final version of the self-study. This semi-final revision was then distributed to the entire college community through copies sent to each Division, to the Library, to the Classified Senate, to the Student Senate, and to the Administration.

On October 5<sup>th</sup>, the Steering Committee met with Jesus Carreon, the chair of the accreditation team, to discuss last minute issues as well as expectations for our March accreditation visit. Also, throughout October, members of the steering committee met to make the final revisions to the Self-Study. Finally, in November, we scheduled an All-College meeting in which members of the steering committee met with the college community to hear final comments and recommendations.

## ACCREDITATION SELF STUDY TIME LINE

- Team Visit**  
**March 27-29 2001**
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- Mail Final Self-Study**  
**December 2000**
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- Finalize Self-Study**  
**November 2000**
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- Incorporate Final Suggested Changes**  
**October 2000**
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- Campus Review of Self-Study**  
**September 2000**
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- Distribute Final Draft of Self-Study to all Campus Constituents**  
**August 2000**
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- Self-Study Written**  
**June/July 2000**
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- Steering Committee Meets to Review Final Drafts of All Standards**  
**May 2000**
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- Final Drafts Submitted for Standards per Work Plan Timeline**  
**February - May 2000**
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- Compile all Documentation**  
**January 2000**
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- Steering Committee Meets to Update Work-Plan with Progress Reports**  
**December 11 1999**
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- Survey Results Due**  
**November 18 1999**
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- Drafts of Student/Faculty Surveys Submitted**  
**Progress Reports from Standard Committees Due**  
**October 20 1999**
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- Standard Committees Work-Plans Due**  
**October 14 1999**
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**Steering Committee Organizational Meeting  
Standard Committee Work Schedule Due  
September 30 1999**

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**First College Meeting on Accreditation  
September 16 1999**