



# **American Samoa Community College**

## **Accreditation Calendar** Planning Schedule and Timeline

Compiled by the Accreditation Liaison Officers  
Revised and Approved by the President and Vice Presidents  
March 11, 2016

## Tentative 2016 Calendar- Accreditation Timeline

Date:	Time:	Responsible Individual(s), Committee(s), and Departments/Divisions	Scope:
March 11, 2016	9:00am	President, Vice Presidents, Accreditation Liaison Officers	<ul style="list-style-type: none"> <li>Finalizing of Accreditation Planning Agenda, Timeline and Processes to address Warning Sanction.</li> </ul>
March 14-16, 2016	Board Scheduled Times	Board of Higher Education Trustees	<ul style="list-style-type: none"> <li>To Review ASCC's Accreditation Status and Planning Agendas.</li> <li>To Review previous Board Recommendations and updates on Board annual goals.</li> <li>Discuss other matters pertinent to the Board.</li> </ul>
March 14 – April 1, 2016		Academic Departments/Programs	<ul style="list-style-type: none"> <li>Complete assessment cycle for AY 2015-2016</li> </ul>
March 15 - August 26, 2016	Schedule TBA	Leadership Triangle, Accreditation Steering Committee	<ul style="list-style-type: none"> <li>Presentation of Warning Sanction and Expectations.</li> <li>Facilitation of Accreditation Focus, Tasks, and Responsibilities.</li> </ul>
March 17, 2016	12:30pm	Leadership Triangle	<ul style="list-style-type: none"> <li>Presentation of Accreditation Status and Action Plan to Internal Stakeholders. (Leadership Team/Students/Faculty/Staff)</li> </ul>
March 28 – April 8, 2016	TBA	Leadership Triangle, Accreditation Liaison Officers, Institutional Planning Executive Core Committee (IPECC)	<ul style="list-style-type: none"> <li>Thorough Review of Recommendations.</li> <li>Review ASCC's Strategic Plan 2015-2020, Program Review Templates. (Biennial and Divisional Assessments)</li> <li>Delegation of tasks to Strategic Planning Subcommittees. (Strategic Focus Areas)</li> </ul>
April 11, 2016 – May 6, 2016 (Ongoing)	Schedule TBA	Strategic Planning Subcommittees: (Academic Excellence, Technology, Staffing, Physical Facilities and Maintenance, Total Cost of Ownership)	<ul style="list-style-type: none"> <li>Implementation of Strategic Plan, goals, and objectives.                             <ul style="list-style-type: none"> <li>Priority: I.A.2 (Referencing Institutional Strategic Plan, AE Strategic Goal 1, Objective 2, Performance Indicator 4, Expected Outcome 6, pp. 23-24)</li> <li>Priority: I.B.3 (Referencing Institutional Strategic Plan, AE Strategic Goal 1, Objective 2, Performance Indicator 1a and 1b, Expected Outcomes, 1 and</li> </ul> </li> </ul>

			<p>2) Possible updates may need to be addressed as these outcomes have been completed.</p> <ul style="list-style-type: none"> <li>○ Priority: I.B.6 (Referencing Institutional Strategic Plan, AE Strategic Goal 1, Objective 3, Performance Indicator 3, Expected Outcome 4)</li> </ul> <ul style="list-style-type: none"> <li>• Provide recommendations and updates on expected outcomes per strategic area.</li> </ul>
May 9, 2016	Due Date	Academic Affairs, Institutional Effectiveness, Strategic Planning Subcommittees	<ul style="list-style-type: none"> <li>• Analysis due to IPECC: <ul style="list-style-type: none"> <li>○ Student Achievement and Learning Outcome Analysis.</li> <li>○ Strategic Plan Updates and Recommendations.</li> </ul> </li> </ul>
May 02-13, 2016	TBA	IPECC	<ul style="list-style-type: none"> <li>• Finalizing of Program Review Instruments.</li> <li>• Implementation of Divisional Assessment. (Annual Program Review)</li> <li>• Implementation of Institutional Program Review. (Biennial Program Review)</li> </ul>
May 16 – June 3, 2016	TBA	IPECC	<ul style="list-style-type: none"> <li>• Review of Institutional Strategic Plan updates and recommendations and provide institutional priorities.</li> <li>• Review of Divisional Assessment and Institutional Program Review Summaries.</li> <li>• Update Strategic Plan and provide a written institutional program review analysis.</li> <li>• Submit updates and analysis to the Leadership Triangle.</li> </ul>
June 6-17, 2016	TBA	Leadership Triangle	<ul style="list-style-type: none"> <li>• Setting of institutional priorities based on program review analysis and strategic planning updates.</li> </ul>
June 20, 2016		President	<ul style="list-style-type: none"> <li>• A memo is released to inform all constituencies and internal stakeholders of institutional priorities to base resource allocation. (Program review analysis attached)</li> </ul>
June 21-29, 2016	TBA	Leadership Team	<ul style="list-style-type: none"> <li>• Preparation and Planning of divisional annual budget linked to institutional</li> </ul>

			<p>priorities.</p> <ul style="list-style-type: none"> <li>Budget Deadline: June 29, 2016.</li> </ul>
June 30 – July 8, 2016		Business Office	<ul style="list-style-type: none"> <li>Budget Compiled and Submitted to the Leadership Triangle.</li> </ul>
July 11-15, 2016	TBA	Leadership Triangle	<ul style="list-style-type: none"> <li>Review of Budget.</li> </ul>
July 18 – August 26, 2016	TBA	Accreditation Steering Committee	<ul style="list-style-type: none"> <li>Drafting of Accreditation Report</li> <li>Report due: August 26, 2016 and submitted to the Leadership Triangle.</li> </ul>
July 19, 2016		President	<ul style="list-style-type: none"> <li>Finalizing and Presentation of Institutional Priorities and FY 2017 Budget to the Board of Higher Education for review and approval.</li> </ul>
August 2016	TBA	Leadership Triangle	<ul style="list-style-type: none"> <li>ASCC Convocation <ul style="list-style-type: none"> <li>Accreditation Update</li> </ul> </li> </ul>
August 29, 2016		Leadership Triangle, Accreditation Steering Committee	<ul style="list-style-type: none"> <li>Final review of accreditation report.</li> </ul>
September 3-14, 2016		Board of Higher Education	<ul style="list-style-type: none"> <li>Board of Higher Education review of accreditation report.</li> </ul>
September 17, 2016	TBA	Board of Higher Education	<ul style="list-style-type: none"> <li>Board recommendations and approval of report.</li> </ul>
October 10-14, 2015		President/Accreditation Liaison Officers	<ul style="list-style-type: none"> <li>Submission of Accreditation Report to the Commission.</li> </ul>

## Accreditation Calendar

### Planning Schedule and Timeline

Updated August 03, 2016

### Tentative 2016 Calendar- Accreditation Timeline

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		Liaison Officers	Commission.
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# Accreditation Calendar

## Planning Schedule and Timeline

Updated September 15, 2016

### Final 2016 Calendar- Accreditation Timeline

<b>Date:</b>	<b>Time:</b>	<b>Responsible Individual(s), Committee(s), and Departments/Divisions</b>	<b>Scope:</b>
September 16, 2016	12:00pm	Accreditation Steering Committee	<ul style="list-style-type: none"> <li>• Report due to President and ALOs</li> </ul>
September 19-21, 2016	10:00am	President and Vice Presidents	<ul style="list-style-type: none"> <li>• Evaluation of ASCC Structure and Shared Governance</li> </ul>
September 22-23, 2016	10:00am	President & Steering Committee Chairpersons	<ul style="list-style-type: none"> <li>○ Eligibility Requirements</li> <li>○ Description of processes to address recommendations</li> </ul>
September 26-30, 2016	<b>8:00am</b>	Board of Higher Education	<ul style="list-style-type: none"> <li>• Review of ASCC Warning Sanction Report</li> </ul>
October 6-8, 2016	8:00 – 4:00	Accreditation Steering Committee	<ul style="list-style-type: none"> <li>• Retreat: <ul style="list-style-type: none"> <li>○ Finalizing of the ASCC Warning Sanction Report</li> </ul> </li> </ul>
October 10-14, 2015	10:00am	President/Accreditation Liaison Officers	<ul style="list-style-type: none"> <li>• Submission of Accreditation Report to the Commission.</li> </ul>