

# Community Colleges Accreditation Project Action Plan

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## Exhibit 2

COLLEGE NAME:  
PREPARER'S NAME:

The following document contains your action plan. At the **end of each quarter you will be required to update your plan and show the progress you have made.**

**Please complete the below sections each quarter**

### Quarterly Reporting Schedule for the Action Plan:

|                               |                                  |                                    |                       |
|-------------------------------|----------------------------------|------------------------------------|-----------------------|
| <b>1<sup>st</sup> Quarter</b> | <b>March 31<sup>st</sup></b>     | <b>Due April 30<sup>th</sup></b>   | <b>Completed_____</b> |
| <b>2<sup>nd</sup> Quarter</b> | <b>June 30<sup>th</sup></b>      | <b>Due July 30<sup>th</sup></b>    | <b>Completed_____</b> |
| <b>3<sup>rd</sup> Quarter</b> | <b>September 30<sup>th</sup></b> | <b>Due October 30<sup>th</sup></b> | <b>Completed_____</b> |
| <b>4<sup>th</sup> Quarter</b> | <b>December 31<sup>st</sup></b>  | <b>Due January 30<sup>th</sup></b> | <b>Completed_____</b> |

## Phase A

### College:

| Outcome   | Action Items   | Person Responsible | Time Line | Progress/Updates | Matching Funds |
|---|--|--------------------|-----------|------------------|----------------|
| Determine which of our degree programs are eligible for accreditation | Review eligibility requirements, collect evidence needed for each degree program.        |                    |           |                  |                |
| Build our budget  | Identify expenses:<br>Application fee,<br>Review fee, Site Visit, other:                 |                    |           |                  |                |
| Get essential buy-in and support                                      | Who needs to approve, fund, etc:   |                    |           |                  |                |
| Submit our application  | Download form, fill it out, attach required documents, request check for application fee |                    |           |                  |                |

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### Phase B

**College:**

| Outcome: Criteria 1 through 5 – For each of these identify current strengths, challenges, areas for improvement in your action items | Action Items                  | Person Responsible | Time Line | Progress/Updates | Matching Funds |
|--|-------------------------------|--------------------|-----------|------------------|----------------|
| Clarify and articulate our mission and role in our community   | Collect data on our community |                    |           |                  |                |
| Create or refine the conceptual framework for our early childhood associate degree   |                               |                    |           |                  |                |
| Refine/improve our series of courses and field experiences for fit with our mission, conceptual framework and context                |                               |                    |           |                  |                |
| Refine/improve our field experiences for current best practices and fit with our context   |                               |                    |           |                  |                |

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### Phase C

**College:**

| Outcome: Criteria 6 though 12 – For each of these identify current strengths, challenges, areas for improvement in your action items | Action Items | Person Responsible | Time Line | Progress/Updates | Matching Funds |
|--|--------------|--------------------|-----------|------------------|----------------|
| Refine/improve our admission and graduation requirements, course prerequisites, demographic and achievement data on our students     |              |                    |           |                  |                |
| Refine/improve our student support services and student advising practices in response to student needs                              |              |                    |           |                  |                |
| Assess our current full and part-time faculty qualifications and composition of team   |              |                    |           |                  |                |

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### Phase C continued

**College:**

| Outcome: Criteria 1<br>through 5 – For each<br>of these identify<br>current strengths,<br>challenges, areas for<br>improvement in your<br>action items | Action Items | Person Responsible | Time Line | Progress/Updates | Matching<br>Funds |
|--|--------------|--------------------|-----------|------------------|-------------------|
| Assess our workload<br>and responsibilities  |              |                    |           |                  |                   |
| Assess and improve<br>our professional<br>development needs,<br>goals and resources  |              |                    |           |                  |                   |
| Review our program<br>and organization   |              |                    |           |                  |                   |
| Assess our program<br>budget and other<br>resources  |              |                    |           |                  |                   |

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### Phase D

**College:**

| Outcome: Standards<br>– For each of these identify current strengths, challenges, areas of improvement in your action items    | Action Items | Person Responsible | Time Line | Progress/Updates | Matching Funds |
|--|--------------|--------------------|-----------|------------------|----------------|
| Review our learning opportunities for alignment with standards and skills  |              |                    |           |                  |                |
| Draft Self-Study Report Section F  |              |                    |           |                  |                |
| Select and improve the 5 key assessments that will produce data on student performance in relation to the standards and skills |              |                    |           |                  |                |
| Collect and review data or develop our data collection plan  |              |                    |           |                  |                |

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### Phase D continued

**College:**

| Outcome: Standards<br>– For each of these<br>identify current<br>strengths, challenges,<br>areas for<br>improvement in your<br>action items | Action Items | Person Responsible | Time Line | Progress/Updates | Matching<br>Funds |
|---|--------------|--------------------|-----------|------------------|-------------------|
| Develop plans to use<br>the data results to<br>improve student and<br>program outcomes  |              |                    |           |                  |                   |
| Draft Self-Study<br>Report Section G  |              |                    |           |                  |                   |

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### Phase E

#### College:

| Outcome:<br>Submit Report  | Action Items                               | Person Responsible | Time Line | Progress/Updates | Matching Funds |
|--|--|--------------------|-----------|------------------|----------------|
| Download and complete each section of the report template in draft form, noting gaps and needs |  |                    |           |                  |                |
| Finalize and submit the report   | Contact the national office with questions |                    |           |                  |                |
| Prepare for the site visit   |  |                    |           |                  |                |



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### **College:**

#### **Selecting our five key assessments:**

Do we have evidence that all of our graduates have completed this assessment? Is it attached to a required course? Do we have a system for handling transfers?

Does the performance task (what we ask all students to do) align with multiple key elements? Can we label them on student instructions?

Does the grading rubric (how all faculty will evaluate student work and give feedback) align with multiple key elements? Can we label them? Do we have consensus that all faculty, full and part time, will implement this assessment consistently?

When we put all five together, is there evidence that all key elements of all five accreditation standards are being assessed in our program?

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### **College:**

#### Developing **our data collection plan:**

What are our research questions? Are we getting a baseline? Looking for strongest areas of performance? Areas to strengthen?  
Comparing groups of students?

Which key assessments will we start with? Why?

What help do we need?

What is our purpose – when we have the data to answer our questions, what will we do with it?