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**ACCJC Midterm Report Preparation Timeline: 2022-23**

As of September 12, 2022

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| **Task** | **Lead** | **Timeline** |
| Planning & Budgeting Council (PBC)/Cañada College Accreditation Oversight Committee approves Report preparation timeline and process, including identification of an Accreditation Steering Committee and Writing Team. | PBC Co-Chairs, Eck and Young | September 21, 2022 |
| Cañada College Accreditation website updated to reflect approved Midterm Report preparation process & timeline. | ALO/PRIE Dean Engel | September 22, 2022 |
| Writing Team prepares first draft of Midterm Report. | Writing Team*(Karen Engel, Dean of PRIE and Jessica Kaven, Faculty Assessment Coordinator)* | October, 2022 |
| Writing Team solicits input from:* Academic Senate
* District Budget Office
* Guided Pathways Advisory Committee
* Instructional Planning Council (IPC)
* Program Review Work Group
 | Writing Team | November – December, 2022 |
| Accreditation Steering Committee reviews first complete draft of Midterm Report. Presents it at Flex Day, January, 2023.(*Steering Committee members: Lopez, Eck, Young, Engel*) | Accreditation Steering Committee Tri Chairs *(Eck, Young, Engel)* | January, 2023 |
| Writing Team revises draft Midterm Report. | Writing Team | February, 2023 |
| Midterm Report second draft presented for review and discussion at:* Academic Senate
* Classified Senate
* Associated Students of Cañada College (ASCC)
* Instructional Planning Council (IPC)
* Student Services Planning Council (SSPC)
* Planning & Budgeting Council (PBC)
 | ALO/PRIE Dean Engel | March – April, 2023 |
| Writing Team addresses feedback received from participatory governance Senates and Councils. | Writing Team | April, 2023 |
| Final draft of Midterm Report presented to the Planning & Budgeting Council (PBC)/Accrediting Oversight Committee for approval. | Accreditation Steering Committee Tri Chairs | April-May, 2023 |
| Visual Communications Coordinator produces final version of Midterm Report. | Hannah-Joy Haw | June-July, 2023 |
| Midterm Report to Board of Trustees for review and approval. | President Lopez, Accreditation Steering Committee Tri Chairs | August-September, 2023 |
| Submit completed, signed Midterm Report to ACCJC. | ALO/PRIE Dean Engel | October 15, 2023 |