

TIMELINE for ACCREDITATION VISIT

INSTITUTION: CSU Fresno
VISIT TYPE: Accreditation Visit
VISIT START DATE: Tuesday, October 20, 2015
WSCUC STAFF LIAISON: Richard Winn

We expect that you will communicate throughout the visit process by email and phone, checking in and following up with one another at various points. Please note that these dates are preferred dates but not inflexible.

		TEAM MEMBERS		WASC STAFF		INSTITUTION STAFF	DATES	
ACTION		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
BEFORE THE VISIT								
1	WSCUC sends preparation materials to ALO	-	-	Sends	Receives and reviews	Receives, acknowledges and reviews	12 weeks before visit	July 28, 2015
2	WSCUC sends preparation materials to team	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	12 weeks before visit	July 28, 2015
3	ALO submits response to OSR team's Lines of Inquiry electronically to WSCUC, WSCUC provides link to team members	Receives and reviews	Receives and reviews	Receives and reviews	Receives and reviews	Sends on behalf of CEO	8 weeks before visit	August 25, 2015
4	Chair sends first email team with outline of team assignments and conference call worksheets	Sends	Receives and reviews	-	Receives and reviews	-	8 weeks before visit	August 25, 2015
5	WSCUC contacts the team to set up pre-visit conference call	Provides availability	Provides availability	Arranges call	Provides availability	-	8 weeks before visit	August 25, 2015
6	ALO emails the team and VP with the logistics survey and draft visit schedule.	Sends and review	Receives and reviews	-	Receives and reviews	Sends	7 weeks before visit	September 1, 2015
7	Team members send conference call worksheets to AC who will compile and distribute before the team call	Receives and reviews	Receives, compiles, and sends	-	Receives and reviews	-	4 weeks before visit	September 22, 2015
8	Team conference call is held	Leads call	Takes team notes	-	Participates in call	-	4 weeks before visit	September 22, 2015
9	Chair communicates with ALO as needed to finalize schedule, confirm requested documents, etc.	As needed	As needed	-	As needed	As needed	4 weeks before visit	September 22, 2015
10	Institution sends notice of confidential email account to campus community	Notes receipt of notice	Notes receipt of notice	-	Notes receipt of notice	Sends notice, notifies VP	3 weeks before visit	September 29, 2015
11	Chair has a call with the CEO (the ALO/ VP/ AC may be included)	Leads call	May participate in call	May arrange call	May participate in call	Participates in call and should provide availability of the CEO	3 weeks before visit	September 29, 2015

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DURING THE VISIT								
12	Team holds initial meeting	Leads team	Takes notes		Supports team	-	4 pm on the day before the site visit starts	October 19, 2015
13	Team conducts review	Leads team	Takes notes and edits team draft report		Supports team on first 24 hours of visit or longer as needed	Provides logistical support and consultation	2-3 days as scheduled	October 20-22, 2015
AFTER THE VISIT								
14	WSCUC sends team chair and assistant chair deadlines for report completion process	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	1 day after visit	October 21, 2015
15	Assistant chair sends consolidated draft report to team chair and VP	Receives and reviews	Sends	-	Receives and reviews	-	1 week after visit	October 27, 2015
16	Team chair revises as necessary and sends first draft of report to team members and VP for review	Revises and sends	Receives and reviews	-	Receives and reviews	-	2 weeks after visit	November 3, 2015
17	Team members and VP send comments to team chair	Receives and reviews, revises draft as needed	Sends comments; assists chair with report as needed	-	Sends comments	-	3 weeks after visit	November 10, 2015
18	Team members submit expenses to WSCUC Finance Manager for reimbursement	Sends	Sends	Financial Manager receives	-	-	No more than 4 weeks after visit	November 17, 2015
19	Team chair sends revised draft as PDF to institution for correction of errors of fact and redaction of proprietary information. Team chair also sends a copy to WSCUC	Sends	-	Receives and sends to VP and WSCUC President	Receives and reviews	Receives and reviews	4 weeks after visit	November 17, 2015
20	Team chair sends confidential recommendation form and EE framework to WSCUC	Sends	-	Receives and sends to VP, WSCUC President, Commission	Receives and reviews	-	4 weeks after visit	November 17, 2015
21	Institution sends corrections and redactions to team report to team chair and VP	Receives and reviews	-	-	Receives and reviews	Sends	6 weeks after visit	December 1, 2015
22	Chair revises report and sends final version to WSCUC and team members	Revises and sends	Receives and reviews	Receives and sends to VP, WSCUC President, Commission	-	-	8 weeks after visit	December 15, 2015
23	WSCUC sends final team report to institution, and invites CEO to respond	-	-	Sends	Receives and reviews	Receives and reviews	8-9 weeks after visit	December 15, 2015
24	CEO may respond in writing to the final team report; if so sends response to WSCUC	-	-	Receives and sends to VP, WSCUC President, Team Chair, Commission	-	Prompts CEO to send response if necessary	2 weeks after receiving report/ 4 weeks before Commission meets (confirm with WSCUC staff)	January 22, 2016
25	Commission reviews and takes action (Note: institutions are reviewed on the Wednesday or Thursday before this date)	Participates by conference call	Participates in call if the chair is unavailable	Attends Commission Meeting	Attends Commission Meeting	May participate in review (CEO is asked to participate by phone or in person and may invite other institutional representatives)	Institutions are reviewed during two days prior to target date, Commission meets on target date	February 19, 2016

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26	WSCUC sends action letter to the institution CEO, ALO, board chair and team members. Action letter and team report are published on WSCUC website.	Receives and reviews	Receives and reviews	Sends	-	CEO and ALO receive and review	2-3 weeks after Commission meeting	March 4, 2016
27	ALO distributes action letter and informs community of next steps	-	-	-	-	Distributes	Within 30 days after receiving action letter	April 3, 2016
28	Financial reconciliation	-	-	-	-	Receives bill for visit expenses from WSCUC Finance Manager and arranges payment	60 days after the visit	December 19, 2015