**ACCJC ISER Report Timeline and Leads (as of 04/27/2021)**

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| **Month** | **Moorpark College** | **District Office** |
| March/April 2021 | ISER trainingEdCAP (Apr 27):* Review draft timeline

ALO and others:* Tentative list of leads and memberships for Standard Groups for August membership meeting
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| Fall semester, 2021 | EdCAP:Aug 24:* Set up Standard Groups and leads
* Training of interpretation of Standards
* Introduction of leads to use of ACCJC documents: template for notes, sample text examples, style, etc.

September/October: Groups meetings* Set up of shared Standard folders for information/ evidence/group work
* Identification of possible evidence sources w/in Groups
* Analysis of Moorpark’s gaps and strengths from evidence w/in Groups

Sept 28: * Divide into Groups

Oct 26:* Share/swop gaps and strengths from evidence between groups

Nov 23:* Review combined gap and strengths analysis in EdCAP
* Brainstorm QFE ideas

November/December: * Group leads produce draft text for Standards from groups’ ACCJC template notes

ALO and others:* Complete action items to address gap analysis recommendations from Midterm Report
* Work on gaps identified from Gap analysis
* Appointment of compiler/editor of ISER to produce first draft
* Proto-draft of QFE produced based on strengths and gap analysis
 | DAC:* Review any remaining DAC gaps from Midterm reports
* DAC gaps and strengths analysis
* Complete action items to address DAC gaps and strengths analysis

District (DCAP):* Submission and review of all gap and strengths analyses
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| Spring semester, 2022 | EdCAP: January 25 mtg:* Review draft of QFE

February 22 mtg:* Identification of evidence sources w/in Groups
* Review proto-draft of ISER

Other committees review proto-draft of ISER:* Academic Senate
* Classified Senate
* ASMC

ALO and others:* Dean of IE identify evidence sources from draft
 | DAC:* First draft of district components of ISER produced

District: |
| Summer 2022 | ALO, Dean IE, and writer:* Collection of evidence within final draft (eg program plans)
* ISER first draft completed
* ISER first draft edited
 | DAC:* Final draft of district components of ISER completed

Board of Trustees:* June: BoT Strategic Planning Meeting agenda item?
* Aug mtg: Discussion of draft college ISERs
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| Fall semester, 2022 | ISER complete college-level approval* Communication of ISER progress to college community (FLEX Week, Convocation, etc.)
* Aug/Sept - EdCAP final review
* ALO with others: continue revision of final draft incorporating feedback
* Sept/Oct - Academic Senate/Classified Senate/ASMC
* Executive Council and Consultation Council final review

Office of President:* Share draft report with college community for feedback
 | ISER complete district-level approval* Oct/Nov DCAS meetings
* Final approval at Chancellor’s Cabinet

Board of Trustees:* November Board mtg
* December Board mtg
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| Spring semester, 2023 | ISER forwarded to ACCJC team(Deadline: January 15)ACCJC ISER Team training (February)One-day review by ACCJC ISER Team (early/mid March)Given our Core InquiriesPresident’s Office:* Preparation for Focused Site Visit
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| Fall semester, 2023 | ACCJC Focused Site Visit |  |
| Spring semester, 2024 | ACCJC decision (January?) |  |

From *Guidelines for Preparing Institutional Reports to the Commission (for reports due fall 2020 and beyond)*

<https://accjc.org/wp-content/uploads/Guidelines-for-Preparing-Institutional-Reports_Fall-2020-and-beyond.pdf>