

Arizona Western College Timeline for Accreditation

Date	Responsible	Action
<i>March 2014</i>	<i>President</i>	<i>Appointed Linda Elliott-Nelson and Bryan Doak as co-chairs for Assurance Review in the Open Pathway/Higher Learning Commission</i>
<i>April 2014</i>	<i>Linda Elliott-Nelson, Mary Schaal</i>	<i>Attended annual meeting of Higher Learning Commission in Chicago, IL.</i>
<i>2014</i>	<i>President with input from co-chairs</i>	<i>Appointed criterion co-chairs, criterion members and members of steering committee</i>
<i>August 2014</i>	<i>Linda Elliott-Nelson</i>	<i>Information to AWC faculty at all-faculty meeting on accreditation</i>
<i>August 2014</i>	<i>Linda Elliott-Nelson, Bryan Doak, Mary Schaal</i>	<i>Incorporation of selection and approval of Quality Initiative Project as college-wide objective (Ellucian project)</i>
<i>Fall 2014</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Initial meeting of the Criterion Co-Chairs, focus on startup of accreditation process for Assurance Review in the Open Pathway</i>
<i>October 2014</i>	<i>Mary Schaal, Bryan Doak, Linda Elliott- Nelson</i>	<i>Higher Learning Commission accepted the Ellucian Project as the Quality Initiative Project for Arizona Western College</i>
<i>October 2014</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Presentation to faculty and staff at the President's Town Hall on Accreditation, held on main campus and broadcast to off-campus sites</i>
<i>February 12, 2015</i>	<i>Mary Schaal, Bryan Doak, Linda Elliott- Nelson</i>	<i>Presentation to faculty and staff at the AWC Professional Development Day on the Quality Initiative Project and plans for accreditation</i>
<i>March 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak, Elaine Groggett</i>	<i>Incorporation of TK20 for entering Criterion information</i>
<i>March – May 2015</i>	<i>Co-chairs</i>	<i>Include recommended images for the AWC Accreditation video</i>
<i>March-April 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Attend annual meeting of the Higher Learning Commission in Chicago, IL. Meet with HLC Liaison, Eric Martin.</i>
<i>April 2015</i>		<i>Initial setup of Electronic Resource Room, Update of AWC Accreditation webpage</i>
<i>April 21, 2015</i>	<i>Linda Elliott-Nelson, Lori Stofft</i>	<i>AWC Future Town Hall on Curriculum. Eighty faculty, staff, and students participated. Results disseminated to participants, academic leadership, and the Curriculum Committee.</i>
<i>May – August 2015</i>	<i>AWC TV Production</i>	<i>Work on HLC Accreditation Video to have available for showing beginning August</i>

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	<i>Staff</i>	<i>2015</i>
<i>July 16, 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak, and Mary Schaal</i>	<i>Met on Quality Initiative Project.</i>
<i>August 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Met with Camille O'Neill on Information Documents in Electronic Resource Room.</i>
<i>August 11, 2015</i>	<i>Linda Elliott-Nelson, Lori Stofft</i>	<i>AWC Future Town Hall on "How We Welcome Students". Participants included 80 students and 67 faculty and staff. Results disseminated to participants.</i>
<i>August 14, 2015</i>	<i>Linda Elliott-Nelson</i>	<i>AWC Future Town Hall during all faculty meeting on how to meet the future. Ideas disseminated to all faculty.</i>
<i>August 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Showed HLC Accreditation Video to all faculty meeting and AWC District Governing Board, shared with Eric Martin with HLC, and began showing video on AWC TV Channel.</i>
<i>August 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak, Diana Doucette</i>	<i>Appointed Diana Doucette to chair the group for Federal Compliance.</i>
<i>September 15, 2015</i>	<i>Linda Elliott-Nelson, Lori Stofft, Carole Coleman</i>	<i>AWC Future Town Hall on "Facilities". Results compiled and shared with participants. Student lounge created January 2017 in response to student comments.</i>
<i>September 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak, Diana Doucette</i>	<i>Meet on Federal Compliance report.</i>
<i>September 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak, Mary Schaal</i>	<i>Update on Quality Initiative Project</i>
<i>October 2015</i>	<i>Linda Elliott-Nelson, Bryan Doak</i>	<i>Meet with Criterion Chairs for update on status in Criterion teams.</i>
<i>October 2015</i>	<i>Linda Elliott-Nelson Bryan Doak</i>	<i>Presentation to AWC La Paz County on Accreditation</i>
<i>October 28, 2015</i>	<i>Linda Elliott-Nelson, Lori Stofft</i>	<i>AWC Future Town Hall on "Values".</i>
<i>October 2015</i>	<i>Linda Elliott-Nelson Bryan Doak</i>	<i>Meet with Steering Committee.</i>

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November 24, 2015	Linda Elliott-Nelson Bryan Doak	Met for update on Accreditation Activities
February 11, 2016	Linda Elliott-Nelson Bryan Doak	Presented at Professional Development Day on Accreditation to faculty and staff.
April 2016	Linda Elliott-Nelson Bryan Doak	Co-Chairs attended Higher Learning Commission Annual Meeting in Chicago. Linda Elliott-Nelson presented at annual meeting on engaging stakeholders through social media.
May 2016	Linda Elliott-Nelson Bryan Doak	Co-Chairs gave update to District Governing Board on Accreditation.
August 2016	Linda Elliott-Nelson Bryan Doak	Requested update of AWC Accreditation Webpage
August 2016	Linda Elliott-Nelson Bryan Doak	Updated Criterion Co-Chairs
August 2016	Co-Chairs	Received HLC letter that Karen Solomon re-assigned to AWC as HLC Liaison.
August 2016	Linda Elliott-Nelson Bryan Doak	Co-chairs reaffirmed annual objective for AWC 2016-2017 focusing on accreditation.
September – October 2016	Linda Elliott-Nelson Bryan Doak	HLC Multiple Location Site Visit to Parker Learning Center and Entrepreneurial Center
September-October 2016	Co-Chairs	Set up meeting with President on Accreditation activities with HLC Accreditation Team.
October 2016	Higher Learning Commission	Sent two-year reminder letter of scheduled evaluation to President - dates set for February 4-6, 2019.
October		
October 2016	President	Notified Commission of Assurance Review co-chairs, preferred site visit dates, and any proposed changes in "Statement of Affiliation Status"
January 12, 2017	Linda Elliott-Nelson Bryan Doak	HLC Liaison Karen Solomon visited Yuma campus and presented district-wide to AWC staff and faculty on accreditation, assessment, and faculty qualifications. Groups sessions included: Accreditation Steering Committee, Criterion Co-Chairs and Teams, Classified Employee Association, Division Chairs, Associate Deans,

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		<i>General Education Curriculum Committee, President's Council, general faculty and staff throughout district via video-conferencing</i>
<i>January 11-12, 2017</i>	<i>AWC District</i>	<i>AWC district-wide involved in Institutional Planning activities and information.</i>
<i>January 2017</i>	<i>Co-chairs</i>	<i>Bryan Doak and Linda Elliott-Nelson Presentation to District Governing Board on Accreditation Update</i>
<i>January 2017</i>	<i>Linda Elliott-Nelson Bryan Doak Criterion Teams</i>	<i>Co-chairs work with criterion teams to re-confirm team members and activities.</i>
<i>January 2017</i>	<i>Jana Moore</i>	<i>Writer of Assurance Review begins draft.</i>
<i>January – December 2017</i>	<i>Institutional Planning Team and Campus</i>	<i>12-month Institutional Planning Team and College Activities</i>
<i>October 2016 – May 2017</i>	<i>Criterion Committees</i>	<i>Criterion committees identify and gather data, interview, analyze, and develop draft reports for submission to Steering Committee</i>
<i>March 2017</i>	<i>Co-chairs</i>	<i>Visit and presentation to San Luis/Somerton staff and faculty</i>
<i>March 2017</i>	<i>Criterion Co-chairs Steering Committee</i>	<i>Present input of TK20 information to Steering Committee Steering Committee Meeting</i>
<i>April 2017</i>	<i>President Corr Linda Elliott-Nelson, Bryan Doak</i>	<i>Attend annual meeting of Higher Learning Commission</i>
<i>April 2017</i>	<i>Higher Learning Commission</i>	<i>Notifies AWC of site visit</i>
<i>May 2017</i>	<i>Co-chairs</i>	<i>Information on Accreditation to faculty, staff, students, and stakeholders</i>
<i>May – July 2017</i>	<i>Co-chairs</i>	<i>District town halls with faculty, staff, students, and stakeholders on planning and accreditation</i>
<i>August 2017</i>	<i>Co-chairs, steering committee</i>	<i>College-wide meetings on accreditation information</i>

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<i>August 2017</i>	<i>Steering committee</i>	<i>Accreditation table for Resource Fair at all-Faculty meeting – Welcome Week Survey Activity with Student Input on Criteria</i>
<i>September 2017</i>		<i>Newsletter distribution, table tents across district on criteria and how use</i>
<i>October 2017</i>	<i>Steering Committee</i>	<i>Plan collegewide survey (available through TK20)</i>
<i>November 2017</i>	<i>All team members</i>	<i>Campuswide information sessions and workshops with Criterion Teams</i>
<i>November 2017</i>	<i>Higher Learning Commission</i>	<i>Send one-year reminder letter to AWC President, confirming dates of visit</i>
<i>November 2017</i>	<i>Steering Committee</i>	<i>Survey sent via email to all campus employees, part-time and full-time</i>
<i>November 2017</i>	<i>Steering committee</i>	<i>Finalizes team competencies to submit by November 15 deadline</i>
<i>November 2017</i>	<i>President</i>	<i>Sends commission information suggesting team competencies</i>
<i>December 2017</i>	<i>Jana Moore</i>	<i>Rough Draft on Report – First Review by Co-Chairs</i>
<i>January 8, 2018</i>	<i>Co-chairs</i>	<i>Begin “Did you know...?” emails to AWC campus</i>
<i>January 2018</i>	<i>Higher Learning Commission</i>	<i>Confirms dates of visit</i>
<i>February 2018</i>		<i>Newsletter distribution, social media</i>
<i>February 2018</i>	<i>Criterion 1 co-chairs</i>	<i>Criterion 1 “Did you know...?” message</i>
<i>March 2018</i>	<i>Criterion 2 co-chairs</i>	<i>Criterion 2 “Did you know...?” message</i>

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March –April 2018	Co-chairs	Attend Higher Learning Commission meeting in Chicago, IL.
April 2018	Criterion 3 co-chairs	Criterion 3 “Did you know...?” message
May 2018		Newsletter Distribution, social media
May 2018	Co-chairs	Collect feedback related to draft of self-study report
May 2018	Higher Learning Commission	Sends a list of proposed team members and an evaluation visit summary sheet to AWC
May 2018	President	Sends information regarding conflicts of interest on proposed team members to HLC
May 2018	Criterion 4 co-chairs	Criterion 4 “ Did you know...?” message
June 2018	Criterion 5 co-chairs	Criterion 5 “Did you know....?” message
June-July 2018	HLC	Formally invites team members to participate
August 2018	Co-Chairs, Steering Committee	College publishes the third party comment notice.
August 2018	Steering Committee	Plans strategies for college and campus information Includes participation in Resource Fair at All-Faculty Meeting
August 2018	Steering committee	Circulates and receives reactions to draft report. Teams conduct open forum. Include community leaders, alumni, students, board members
August 2018	Writers, Co-chairs, criterion chairs	Meeting and retreat/arrange for practice evaluators
September 2018		Newsletter Distribution, social media
September 2018	Co-chairs, Steering Committee, co-editors	Final Draft of report goes to co-editors

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October 2018	HLC	Notifies AWC and team that visiting team is complete
November 2018	Co-chairs and criterion teams	Transfers information from TK20 to HLC site.
November 2018	Co-chairs	Mock visit with practice consultant/evaluators
October – December 2018	Site visit team	Chair contacts AWC to make arrangements for evaluation visit
December 2018	Co-chairs and editors	Compile final report
December 2018	Co-chairs & Public Relations	Issues press release, invite third party comment
January 2019	Co-chairs	Complete Assurance Review and prepare for visit
January 2019	Co-chairs	Continue preparations for site visit
January 2019	Co-chairs	Third party comments due to HLC.
January 2019	Co-chairs	Send one complete set of evaluation materials to each member of the evaluation team and to the commission staff liaison
January 2019	Co-Chairs	HLC sends comments to AWC and to visiting team chairs.
February 2019	HLC	Sends materials for visit including worksheet for the statement of affiliation
February 4-6, 2019	All	Evaluation visit takes place (team and institution discuss any comments received/process how the institution solicited comments)
May 2019	Lori Stofft	Newsletter distribution – include information on visit
May 2019	All	Debrief of Evaluation Visit – analyze report for errors of fact
June 2019	Steering committee	Review results of evaluation visit with college – respond to final report and determine HLC decision-making strategy
July 2019	Steering committee	Discuss implementation of recommendations of evaluation visit
August 2019	All	Identify and form follow-up team(s) for recommendations of evaluation visit