****

**SRJC Accreditation 2015**

**Accreditation Retreat**

**Friday, January 31, 2014**

**9:00 a.m.-3:00 p.m.**

**Petaluma Campus Tutorial Center (Room PC 247)**

***Preparation for this Retreat:***

* Standard Committee leaders should review their first drafts. Any updates or revisions should be sent to Wanda **by Jan. 28. File Depot links to all Standard drafts will be sent on Jan. 29.**
* Review the questions for each Standard as listed in the ACCJC *Guide to Evaluating Institutions.* These will be used in our review of the Standards. <http://www2.santarosa.edu/f/?nELWNVwO>

**Agenda**

*8:45am Coffee and morning snacks*

1. **Welcome, introductions, and a huge thank you!**
2. **Organization of the review process:**

* guidelines for reviewing the draft
* feedback template
* example

*10:15am Break*

1. **Review of drafts online (in adjoining computer lab)**

*12:00pm - 1:00pm Lunch (provided)*

1. **Completion of review (as necessary)**
2. **Discussion of Actionable Improvement Plans and how to approach areas recommended for improvement in the Self Evaluation**
3. **Discussion of draft and next steps**

* Strengths and areas for development
* The role of Standard Committee leaders and members in the revision process
* Timeline for obtaining additional information and making revisions
* How to cite, organize, and list evidence
* Use of graphics and examples
* Suggestions for formatting and preparation for college community review

1. **Thank you! Please note that the Accreditation Launch workshop will be held at 2:45 p.m. on PDA Day, Thursday, February 13th.**

**Future Meetings - Fridays from 8:30am-9:45am**

(Joint meetings unless indicated otherwise in follow-up emails)

**Feb. 21**

**April 18**

**May 16**