

**College of Education and Allied Professions
Western Carolina University
Accreditation Steering Committee - NCDPI & NCATE
Two-Year Plan to Prepare for Site Visit Fall 2007**

Activity/Task	Completion Target Date	Responsible Agent
Fall 2005		
1) Select Steering Committee	Fall 2005	Dale C
2) Orient Steering Committee	Fall 2005	Dale C
3) File Intent to Continue Accreditation	Fall 2005	Dale C
5) Identify All Programs Included and Contact Persons	Fall 2005	Steering Committee
6) Develop 2 year plan	Fall 2005	Steering Committee
7) Share Two-Year Plan with Stakeholders	Fall 2005	Steering Committee
8) Identify Responsibilities and Persons Responsible for as Many Tasks as Pos	Fall 2005	Steering Committee
9) Select Standards Committees	Fall 2005	Standards Chairs
10) Develop Accreditation 2007 Website	Fall 2005	Dale C
11) Complete Review of Conceptual Framework	Fall 2005	CF Chair
12) Chairs Read Relevant DPI, NCATE (& other?) Standards	Fall 2005	Steering Committee
Jan-06		
13) Identify Other Chairs/Key Persons (Ex: Technology, Arrangements, Web	Jan-06	Steering Committee
14) Steering Committee Develop Needed Tasks for Compliance Based on Stanc Example: Advising checklists for degree, LOP candidates	Jan-06	Steering Committee
15) Finalize Assessment Plan	1-Jan	Assessment Committe

16) Include Target Dates to Complete Needed Tasks	Feb-06	Steering Committee
Spring 2006		
17) Develop Template for SAR Web Reports	Spring 2006	Steering Committee
18) Develop Template for Syllabi	Spring 2006	Chair Standard 1
19) Develop Template for Vitae	Spring 2006	Chair Standard 5
20) Identify Stakeholders Awareness Activities and Plan	Spring 2006	Steering Committee
21) Develop Anticipated Budget for Accreditation Awareness Activities	Spring 2006	Dale C
22) Identify Materials for Visiting Teams During Visit and Budget	Spring 2006	?
Fall 2006		
23) Request Date for Visit from NCATE	Fall 2006	Dale C
24) Schedule Visit Activities	Fall 2006	Steering Committee
25) Send Hold Date Notices	Fall 2006	Dale C
26) Reserve Facilities for Visit	Fall 2006	Dale C
27) Collect Vitae	Fall 2006	Standard 5 Chair
28) Collect Syllabi	Fall 2006	TBA
29) First Draft of DPI Specialty Area Reports (SAR)	Fall 2006	Steering Committee
30) First Draft of NCATE Standard Reports (Institutional Report)	Fall 2006	Steering Committee
31) Develop Spring 2007 Task List	Fall 2006	Steering Committee
Aug/Sep 2007		
32) Final Draft of IR	Aug-07	

33) IR Printed	Sep-07	
34) IR on Web	Sep-07	
35) Final Draft SARs	Aug-07	
36) SARs Printed	Sep-07	
37) SARs on Web	Sep-07	
38) Previsit by Team Chairs	Fall 2007	
39) Host Visiting Teams	Fall 2007	Everyone
40) Celebrate		
41) Thank Stakeholders		

Date Accomplished



Sep-05

Sep-05

Sep-05

Oct-05

Oct-05

