

WASC Work Calendar

| Date | Groups Involved | Task | Product |
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| 10 December, 2012 | Leadership Team | Overview | Understanding of WASC Process |
| 14 February, 2013 | DC's | Overview of Focus Group Process | Understanding of Focus Group and Home Group Process and Purpose Understanding of how to guide Focus and Home Group Discussions and Meetings Questions |
| 25 February, 2013 | Focus Groups | Review Data – Demographic Data, Student Performance Data, Perception Data – Trends, patterns, anomalies, findings | Data Analysis for Chapter I Questions Student and Staff Surveys |
| 21 March, 2013 | Leadership Team | Review Data from Focus Group Meetings Review Student and Staff Survey Findings | Develop 2-3 areas of critical academic needs – correlate with Learner Profile Any Important Questions from demographic data Finalize Chapter I |
| 08 April, 2013 | Focus Groups | Determine summary of progress since last visit – significant developments, critical areas for follow-up, process, progress, evidence, impact on student learning | Any additional information or concerns |
| 11 April, 2013 | DC's | Overview of Expectations for Home Group Meetings on 15 April | Review Agenda and Summary of Focus Group Questions. Answer questions. |
| 15 April, 2013 | Home Groups (except Parent) | Review data and critical academic areas | Any additional information or concerns |
| 15 April, 2013 | Parent/Community Home Group | Overview of WASC process. Introduction of Self-Study Critical Academic Needs. Review of Progress since last visit. Question and Answer Period. Feedback from parents and community stakeholders. Completion of Parent Survey. | Input of Parent and Community Stakeholders. Introduction of Parent Survey. |
| 10 May, 2013 | Focus Group Leaders/Coordinator | Review materials for meeting on 13 May. | Ensure that all leaders understand the expected process and outcomes for the Focus Group meeting on Monday. |
| 13 May, 2013 | Focus Groups | Review Chapter II – Summary of progress from previous visit | Add any pertinent information |
| 06 June, 2013 | Leadership Team | Review summary of progress and Chapter II | Finalize progress report and Chapter II |
| 01 August, 2013 | Administration Meeting | Read Document | Revisions and Update of Data |
| 06 August, 2013 | Administration Meeting | Read Document. Finalize Chapters I and II. | Revisions and Update of Data |
| 16 August, 2013 | Leadership Team | Review Chapters I and II. Summarize. | Critical Learner Needs. Questions. Focus. |

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| 23 August, 2013 | Focus Group Leaders/Coordinator | Review materials for meeting on 26 August. | Ensure all leaders understand the process and expected outcomes for meeting on 26 th . |
| 26 August, 2013 | Focus Groups | Review Chapters I & II Summarize implications of profile and progress data – Identify 2-3 critical learner needs – Determine related questions for Home Groups | 2-3 critical learner needs of focus group Questions for additional information to ask Home Groups |
| 27 August, 2013 | Home Groups | Review Chapters I & II Review implications of data – Identify critical learner needs – Provide answers to Focus Group Questions | Answers to Focus Group Questions Any additional information or concerns |
| 27 August, 2013 | Staff Meeting | Review of WASC Process to date | Informational – Understanding of what is needed for evidence and self-study |
| 05 September, 2013 | Leadership Team | Review information from Home & Focus Groups Determine Implications of data Select 2-3 critical learner needs correlated to Learner Profile | Finalize critical learner needs and Chapter III Finalize and Distribute Chapters I-III of report to all stakeholders |
| 06 September, 2013 | Focus Group Leaders/Coordinator | Meet at lunch and review expectations for meeting on Monday | Know the procedures and outcomes for meeting on Monday. |
| 09 September, 2013 | Focus Groups | Review information from Home Groups Summarize profile and progress data | Finalize summary of data - Chapter III Self-Study Report – Student/Community Profile |
| 13 September, 2013 | Focus Group Leaders/Coordinator | Meet at lunch. Review templates for Chapter IV and the process for completion. Look at evidence and criterion for Self Study. | Understand how to use the template and expectations for meeting on Monday. |
| 16 September, 2013 | Focus Group | Begin Chapter IV | Document Self Study info per criterion |
| 19 September, 2013 | DC's | Chapter IV data collection | Worksheet with information to submit during focus groups |
| 23 September, 2013 | Staff Meeting | Meet Visiting Chair – Update on Needs | Information and Expectations |
| 23 September, 2013 | Home Groups | Chapter IV data collection | Worksheet with information to submit during focus groups |

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| 27 September, 2013 | Focus Group Leaders/Coordinator | Review progress since last focus group meeting. Answer questions about templates and Chapter IV. | Answer questions. Clarify process and expectations. |
| 30 September, 2013 | Focus Groups | Continue Chapter IV | Document Self Study info per criterion |
| 03 October, 2013 | Leadership Team | Review Progress of Chapter IV | Ensure all groups are on task Provide feedback and give procedures Continue/Finalize Chapter IV |
| 07 October, 2013 | Home Groups | Review Progress of Chapter IV | Provide data and feedback for Focus Groups and Leadership Team |
| 07 October, 2013 | Student Home Group | WASC update, Survey, and Discussion | Provide data and feedback for Focus Groups and Leadership Team |
| 09 October, 2013 | Administration Meeting | Look at possible release day – Discuss future meetings | Update of WASC progress |
| 11 October, 2013 | Focus Group Leaders/Coordinator | Expectations for Monday's meeting Answer questions Update on progress | Clarify process and expectations. |
| 14 October, 2013 | Focus Groups | Finalize Chapter IV data collection | Chapter IV Self-Study |
| 21 October, 2013 | Home Groups | Finalize Chapter IV data collection | Chapter IV Self-Study |
| 25 October, 2013 | Leadership Team | Meet Visiting Chair – Update on Needs | Information and Expectations |
| 30 October, 2013 | Administration Meeting | Read Document | Revisions and Update of Data |
| 31 October, 2013 | Focus Group Leaders | Review and Finalize Chapter IV | Complete Chapter IV and verify findings and evidence. |
| 01 November, 2013 | Focus Group Leaders/Coordinator | Expectations for Action Plan (Chapter V) | Process and expectations for Monday's meeting |
| 04 November, 2013 | Focus Groups | Review Chapter IV, opportunities and strengths, review prior action plan and SPSA. Prepare for Chapter V Action Plan | Update of Chapter IV – Finalize strengths and growth areas – Think about action plan items |
| 12 November, 2013 | Student Home Group | WASC update and discussion | Provide data and feedback on process, Action Plan, and progress. |
| 15 November, 2013 | Focus Group Leaders/Coordinator | Expectations for Monday's Meeting Review of progress to date | Expectations for Monday's meeting |

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| 18 November, 2013 | Focus Groups | Chapter V – Action Plan Item – Final Review of Chapter IV Template for each group | Create Action Plan Item and Rationale for Action Plan Item – Final Review of Chapter IV |
| 21 November, 2013 | Leadership Team | Review first 4 chapters and Focus Group Action Plan Information | Start revision and update of changes to Action Plan |
| 22 November, 2013 | Administration Meeting | Update and Discussion of Action Plan Discussion of Possible Release Day | Action Plan Items |
| 02 December, 2013 | Leadership Team | Discussion of Action Plan | Update Action Plan Prepare Final Draft of Action Plan |
| 09 December, 2013 | Staff Meeting | Review of Action Plan | Present draft of final Action Plan – Feedback and Discussion |
| 12 December, 2013 | Administration/Leadership Team | Discussion of Progress Update Action Plan Items based on feedback from Staff | Action Plan Update |
| 13 December, 2013 | Administration Meeting | Finalize Action Plan | Revise and Finish Action Plan |
| 16 December, 2013 | Staff Meeting | Present Action Plan to Staff | Present Action Plan and Review WASC process and Accomplishments |
| 06 January, 2014 | Staff Meeting | Present WASC draft to Staff | Discussion of document and expectations |
| 09 January, 2014 | Leadership Team | Review WASC document | Review final copy for print |
| 13 January, 2014 | Student Home Group and Parent Home Group | Review WASC document | Present Action Plan and Review WASC process and Accomplishments |
| 27 January, 2014 | Staff Meeting | Present Final Document | Understanding of WASC process and expectations of visiting committee |
| 28 January, 2014 | Coordinator | Mail Final Document | Mail copies of final document to all parties |
| 03 February, 2014 | Leadership Team | Review Process – Plan Mock Visit | Review Process – WASC Preparation Activity Schedule of Events |
| 11 or 12 February, 2014 | Mock WASC Team | Mock WASC Visit | Prepare for WASC Visit – Feedback from Independent Team |
| 19 February, 2014 | Leadership Team/Administration | Review Process | Updates on activities and preparation |
| 03 March, 2014 | Staff Meeting | Update on WASC process | Activities and Progress to date |
| 10 March, 2014 | Staff Meeting | Mock run through | Dos and Don'ts |
| 17 March, 2014 | Student and Parent Home Group | Mock run through | Dos and Don'ts |

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| 24 March, 2014 | Visiting Committee Arrives |
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