All committees that have a direct impact on accreditation are encouraged to meet in January and February. Faculty who are part of the committees but who are currently on break should complete a blue timesheet for the time that participate in the committee work. On January 3rd, Dr Matthew Lee will be working with VVC staff to commence writing the Follow-Up report which is due at the ACCJC by March 15th. The schedule for preparation and submission of the report is as follows:

- March 13: BOT review
- March 7: Cabinet-OK’d copy to VVC President's Office for BOT packet
- March 6: Cabinet review
- Feb 27-March 2: Incorporate feedback on accuracy and evidence as appropriate, and send to Cabinet
- Feb 24: Due date for all campus and constituent feedback
- Feb 22: College Council review
- Feb 16-Feb 24: Feedback received via email
- Feb 15: Report draft link goes out for feedback on accuracy and evidence to campus, and copies of the report are sent specifically to College Council, Academic Senate, CSEA, Associated Students Board, and Management Team, so they can provide their own collective feedback (if they wish) on accuracy and evidence. The heads of those groups will also sign the report, and this is their opportunity to review it carefully.
- Feb 15 or 16: All links should be checked by the time the draft goes out, so everyone can see the evidence we are citing. All links must be checked again immediately prior to final submission.

This is a very tight timeframe so we will need agenda’s and minutes from the various committee meetings recorded and available so the visiting team, when they come, will be able to review the progress that we have made on the nine recommendations.

Please enjoy your time off with your families over the holidays. January and February are going to be a very busy time for all of us who are involved in the reaffirmation of our accreditation (everyone!!)