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| DATE | ACTION STEP | RESPONSIBILITY |
| August 19, 2014 | Distribute working draft with ALO’s comments to the standard committees to be addressed and incorporated into the draft report. | AIER office, Planner IV |
| September 12, 2014 | Address and submit ALO’s comments to the AIER office to incorporate changes to the midterm report working draft. | Standard Committees |
| September 24, 2014 | Incorporate changes from the standard committees addressing ALO’s comments to the midterm report draft. | AIER office, Assistant Director AIER/Planner IV |
| September October 10, 2014 | Review and provide feedback on draft report that applies to your respective department/unit. | Deans/Administrators |
| October 29, 2014 | Upload midterm report draft onto MyGCC for the campus community review and comments and indicate deadline for submission of comments.  | AIER office |
| October 24.2014 | Incorporate review comments from stakeholders and make available to the standard committees. | ALO/AIER office |
| December 9, 2014 | Post midterm onto MyGCC for second reading and comments and indicate deadline for comment submission. | AIER office |
| December 31, 2014 | Perform quality review on draft report and incorporate comments from second reading of drat report from the stakeholders | AIER office |
| January 22, 2015 | Incorporate stakeholders feedback into the report as directed. Perform mark-up review and fine-tuning on draft report to be finalized. | Standard committees. |
| January 30, 2015 | Finalize midterm report | ALO/AIER office |
| Scheduled BOT February meeting. | Submit midterm report to BOT for review and approval | ALO |
| February 18, 2015 | Packaged and submit midterm report to ACCJC via FEDEX or DHL.  | ALO/AVP’s office |