

Adoption of the 2007-2008 Work Plan

Professional Services Division

August 8, 2007

Overview of the Report

The Committee on Accreditation adopts its annual work plan at its first meeting of the new fiscal year. This item contains a review of the procedures for displaying and reporting on the work plan. In addition, the proposed work plan for the 2007-2008 year is presented for discussion and adoption by the committee.

Staff Recommendation

Staff recommends that the COA review the proposed work plan, suggest modifications, and adopt the work plan for 2007-2008.

Background

Shortly after its organizational meeting in April of 1995, the COA developed a comprehensive work plan for its first twenty-four months of operation. The work plan was based upon the analysis of the *Accreditation Framework* done by the Committee at its May, 1995 meeting. Eight tasks were identified as priority work for the COA and staff developed projected time frames for the completion of each of the identified tasks. Staff was asked to provide an update on the work plan at each of its scheduled meetings

In subsequent years, the Committee on Accreditation adopted its work plan derived from the responsibilities described in the *Accreditation Framework*. Annually, the Committee deleted completed tasks, added new tasks, or continued unfinished or delayed tasks from earlier workplans. The workplan was adopted at the July or August meeting each fiscal year. The identified tasks were originally presented in a table that included columns indicating proposed completion dates and how much of the task was completed as of each meeting date. As directed by the Committee, revised completion dates were inserted, when appropriate.

As the Committee moved from its planning phase and assumed its full accreditation responsibility, there was a gradual shift in the nature of the items included as a part of the workplan. In the first years of Committee operation, there were a number of tasks that needed to be completed as the Committee made preparations for the full assumption of its responsibilities. Initially, the tasks tended to be those that could be identified with a start date and a completion date. The items could be displayed showing those dates and what percentage of the task had been completed. Over time, the tasks of the Committee have more often been identified as part of its continuing responsibilities, rather than as discrete “stand alone” tasks. Within each task, there are “sub-tasks” that do become identified with the plan for a particular year, or that become identified during the course of the year. However, the tasks do not lend themselves to the same type of display as in the past.

Because of that, the Committee felt that it could dispense with the chart for reporting on the work plan, since it did not seem to serve the purpose it once did. Further, the Committee decided that it did not need to have a formal report in the annual work plan at every meeting. Instead, the reports would be presented on an “as needed” basis.

According to past COA practice, staff has prepared a draft work plan for the 2007-2008 year for discussion at the August COA meeting and for inclusion in the *Twelfth Annual Accreditation Report* to the Commission. On the basis of a review of the accomplishments of the 2006-2007 year and a review of the work plan for that year, the items were selected for inclusion in the proposed 2007-2008 work plan. The work plan can be adopted as it is, with the understanding that amendments can be made in the future, or the work plan can be amended at this meeting.

The proposed work plan for the Committee on Accreditation in the 2007-2008 can be found in Section III of Agenda Item 6, the *Twelfth Annual Report to the Commission*.