Mission College Accreditation Standards
Guide to Naming Evidence  Updated 8-20-12

Repository Key

Standard 1:  
-Mission  
-Improving Institutional Effectiveness

Standard 2:  
-Instructional Programs  
-Student Support Services  
-Library and Learning Support Services

Standard 3:  
-Human Resources  
-Physical Resources  
-Technology Resources  
-Financial Resources

Standard 4:  
-Decision-Making Roles and Processes  
-Board and Administrative Organization

*Please name your document starting with the standard, then the source (a brief description of the committee, position, etc. that the document came from), followed by the type of document (annual report, meeting minutes, email, etc.), and then the date in yyyy-mm-dd format.

Examples:  
Standard2_Curriculum_Minutes_2011-05-16.doc  
Standard3_HR_Email_2011-02-15.txt  
Standard4.Board_annReport_2010-01-04.doc

*It is necessary to keep track of Date and Source for all documents! Please make sure to include them in your documents name. If you don’t include these items, we may not be able to use the document as evidence.*

*If you’re unsure where a document may fit, please include it anyway and we will figure it out. It is better to be cautious and send a potential duplicate or unnecessary document than not at all.*