Welcome
Overview and Purpose

- What is the purpose of Accreditation?
  - An effective institution ensures that its resources and processes support student learning, continuously assesses that learning, and pursues institutional excellence and improvement.

- Why do we do a “Self-Evaluation?”

- How often?
  - 6 Year Cycle
Accreditation Standards

 Standards in Brief
  I: Institutional Mission and Effectiveness
  II: Student Learning Programs and Services
  III: Resources (Human, Physical, Fiscal, Technology)
  IV: Leadership and Governance
Rubrics for Institutional Effectiveness

- Developed to provide a common language of expectations
- Four Levels of Implementation
  - Awareness ➔ Development ➔ Proficiency ➔ Sustainable Continuous Quality Improvement
- Three Distinct Rubrics
  - Part 1: Program Review
  - Part 2: Planning
  - Part 3: Student Learning Outcomes
- Key concepts:
  - Learning, Assessment, Outcomes, Integrated Planning, Effectiveness
Timeline for the Self Evaluation

Working backwards…

- Site Visit – Spring 2014
- Self-Evaluation edited, formatted and ready to ship – Fall 2013
- Pulling into a complete narrative; final identification of evidence; editing; review by full college – Spring 2013
- Standard Teams writing and identification of evidence – Fall 2012
Process of Discovery

- You aren’t expected to know everything
  - Put on your investigator hat
  - Use prior documents
    - 2007 Self Study
      - Outdated, but many types of evidence would be the same as before
    - Progress Reports since the 2007 Self Study
      - Evidence would still be valid (within the 6 year timeframe!)
- Talk to your fellow workgroup members
  - Use the Angel Discussion Board
- Talk to existing committees and groups
  - Ask them to provide simple bullet points
- Look through the provided resource links
- When stuck, work with your Administrative Support (or us!)
Evidence, Evidence

- Documentation, Documentation, Documentation
  - ALL text needs to be documented; if we say we do it, we must show we do it

- Use the provided handout of common types and locations

- Provide page numbers for longer documents

- When in doubt, include it
  - It’s better to have too much, than too little

- Load your evidence onto Angel

- Use provided naming conventions guide
Evidence Activity
Online Resources

- Accreditation Workgroups in Angel
  - Evidence guide
  - Standard templates
  - Related documents

- [http://www.missioncollege.edu/gen_info/accreditation/teams.html](http://www.missioncollege.edu/gen_info/accreditation/teams.html)
  - Evidence guide
  - Standard templates

- [http://www.accjc.org/](http://www.accjc.org/)
  - Documents and publications
  - Online training (*highly recommended for first timers*)
  - Glossary and other resources
  - Newsletters
  - Commission actions
Resource Binder

- Organize your own way
- Timeline
- Annotated standards
- Evidence resource list
- Template for your standard
Accreditation Themes

- Themes are present across the entire Self-Evaluation
- The framework for our college-wide Flex Day activity
- Represent the core of the entire accreditation process
  - Institutional Commitments
  - Evaluation, Planning, and Improvement
  - Student Learning Outcomes/Organization
  - Institutional Integrity
Writing to the Standard

- Be complete: write to the template, including all related questions
- Be grounded: work from evidence not here-say
- Be concise: just the facts, nothing more
- Be simple: straightforward and clear

*Tip:* Use the annotated standards as a guide
Writing Tips

- Wordsmithing isn’t necessary
  - One editor for one voice
    - The editor will pull the pieces together in one consistent style

- Don’t create more work
  - Minimal number of planning agenda items
    - The more we have, the more we have to do
    - We overburdened ourselves last time
    - Only the biggest picture items should lead to “to do” items

- Use your teammates to add to and review your work
Reporting Template

- Template is based on what visiting teams are asked to look for
  - If we can answer all these questions, so can they

- Use the template to summarize your findings
  - Describe what you discover
  - Itemize your evidence
  - Lastly, conclude whether we have met this portion of the standard

- Utilize the example as a guide
Angel for Collaboration

For use by the Workgroups

- A familiar tool for an unfamiliar task
- Organization by standard
- Calendar
- Discussion areas, dropboxes, and places to upload evidence
Team Meeting Breakouts

- Review membership
- Identify meeting times
- Identify Angel training needs
- Initial assignments
- Identify questions to ask us
Wrap Up

- First Meeting Q&A
- Use the administrators (no, really!)
- Make some time for fun
- Remember, you can do it!
Let’s Do This!