Accreditation Writing Kick-Off Event

March 8, 2019

Midterm Report Components:

- College Recommendations for Improvement

- QFE Action Projects

- Plans Arising out of the Self Evaluation Process

Team Organization

- ==Team 1 – Outcomes==
  - Co-Leads: Jenny Moses and Tom Vessella
- ==Team 2 – Professional Development==
  - Co-Leads: Fernando Oleas and Shannon Krajewski
- ==Team 3 – Technology==
  - Co-Leads: Eddie Tchertchian and Mark Henderson
- ==Team 4 – Other==
  - Co-Leads: Brian Walsh and Amari Williams

Team Timeline and Purpose

- Fall 2018
  - Evidence
- Spring 2019
  - Writing about the evidence
- Summer 2019
  - Editing Drafts
- Fall 2019
  - Vetting Process and Approvals
- January-March 2020
  - Board Approval and Submission

How do we write our responses?

- First, we need to re-read our College Recommendations for Improvement, Plans Arising out of the Self Evaluation Process, and Quality Focus Essays.

- Go on a hunt for key words: think action verbs! These words will help guide our written response.

Evidence – College Recommendation 4

In order to improve, the team recommends that the Distance Education program should expand the analysis of Distance Education success and retention data, including disaggregated data, across the institution and by programs. It should expand on these discussions to include identification of gaps as well as action plans for addressing those identified gaps.

Evidence – College Recommendation 4

In order to improve, the team recommends that the Distance Education program should **expand** the analysis of Distance Education success and retention data, including disaggregated data, across the institution and by programs. It should **expand** on these discussions to include identification of gaps as well as action plans for addressing those identified gaps.

Evidence – College Recommendation 4

In order to improve, the team recommends that the Distance Education program should **expand** the **analysis of** Distance Education **success and retention data**, including **disaggregated data**, across the institution and by programs. It should **expand** on these discussions to include **identification of gaps** as well as action **plans** for addressing those identified gaps.

The Midterm Report Requirements:

- **Response to Team Recommendations for Improvement**
- Description of the institutional response to the recommendations of the comprehensive evaluation team meant to increase institutional effectiveness (recommendations to improve). The institution should explain the manner in which each recommendation to improve was considered, and what, if anything, was done by the institution as a result of the recommendation.

The Midterm Report Requirements:

- **Report on the outcomes of the Quality Focus Projects**

- The Quality Focus Essay in the Institutional Self-Evaluation Report identified quality focus projects to improve Student Learning and Achievement. The Midterm Report will identify the Goals and Outcomes identified for each quality focus project and the changes in Student Achievement and Student Learning that resulted from the projects. Of particular interest, if appropriate, is commentary on further expansion of the projects, the potential and intent to expand those projects to other areas of the College, and the ability to replicate these projects. The institution should also identify which, if any, projects did not achieve the desired outcomes and provide information as to the factors that contributed to that outcome.

The Midterm Report Requirements:

- **Plans Arising out of the Self-Evaluation Process**

- This section reports on the self-identified Improvement Plans from the institution's comprehensive self-evaluation process. The institution should describe how these improvement plans were integrated into the appropriate ongoing planning and implementation processes and report on the outcome of those plans. A chart format is appropriate for this section of the report. Any plans still pending for action should be clearly identified with specific timelines for completion and responsible parties.

How long should our responses be?

- College Recommendations for Improvement: no more than three paragraphs.

- Quality Focus Essays: two-three pages.

- Plans Arising: anywhere from one to five sentences.

ACCJC Style Guide

- Times New Roman. 12 pt. Left Justified.
- Circle bullets.
- Do not italicize or bold for emphasis.
- Spell out numbers one through ten. A number that begins a sentence should be spelled out. Credit hours should be numerals.
- Use the Oxford comma.
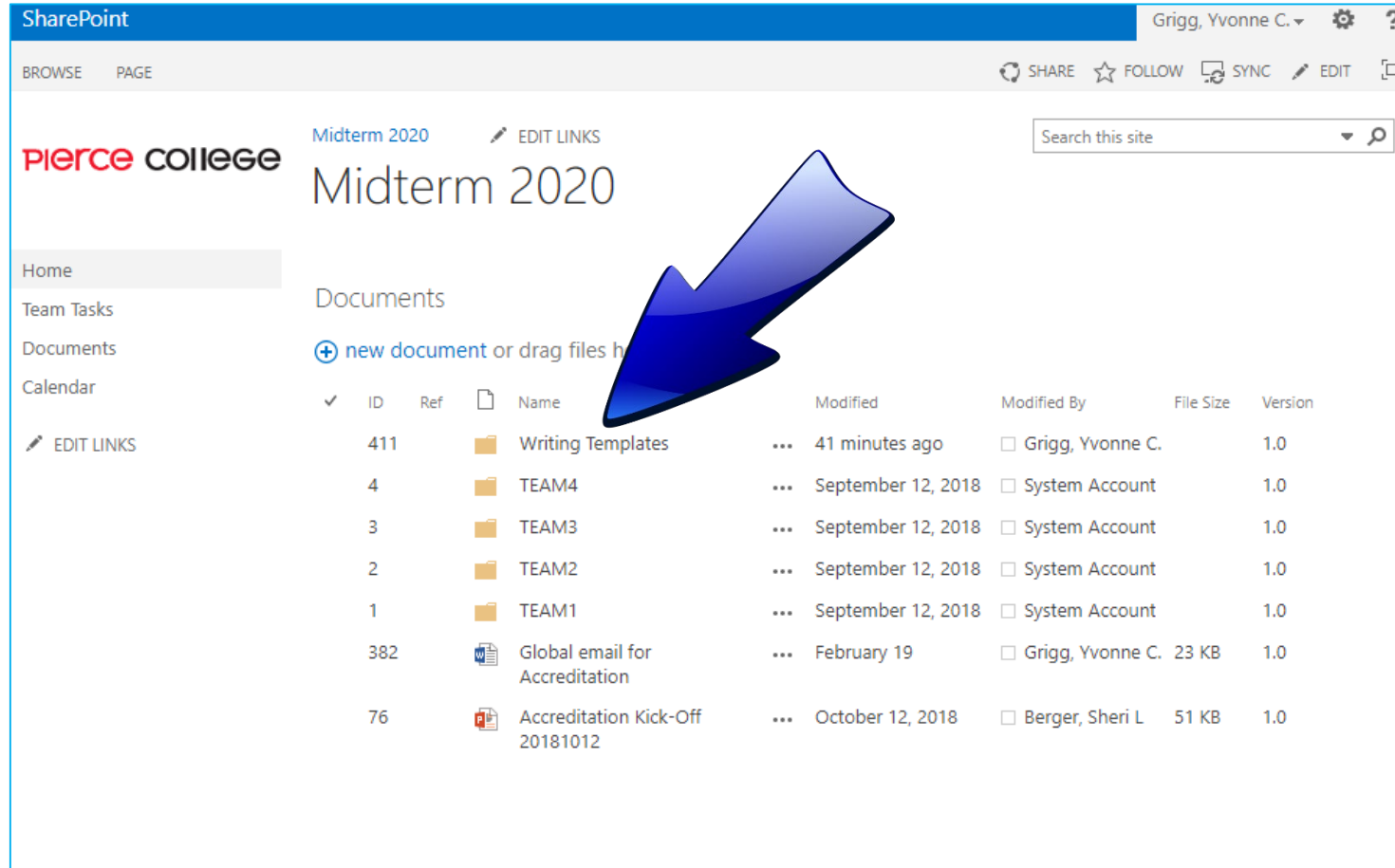- Be accurate. Be specific. Avoid Jargon.
- Be concise.
- Use Active Voice.

WRITING FORMAT:

College Recommendation 2 (Improvement): Professional Development

In order to improve, the team recommends that the College should provide continuing professional development opportunities to faculty and staff on how to incorporate data into the annual program plan for each discipline/service. (IIA.2)

Response:

The Writing Templates are on SharePoint to use:

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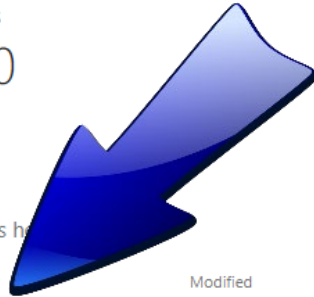
How do I cite the evidence?

- All you need for your citation will be the document number.

- Each document (even folders) have document numbers. These numbers are automatically generated when a person uploads into SharePoint.

- Each item in SharePoint has its own number.

- Only ONE document (or maybe even folder) has the number 125.

How do I find the document numbers?

- You must find the Document Number on SharePoint.

- This number appears beside the document itself.

- First, you will need to enter into your Team Folder.

- Second, you will enter the QFE Folder, the CR (college recommendations for improvement) folder, or the PA (plans arising from the self evaluation) folder.

- **FINALLY**, you will see the document number beside the document.

Happy Hunting!

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Grigg, Yvonne C. ▾ ⚙

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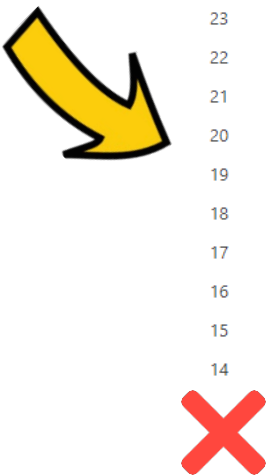
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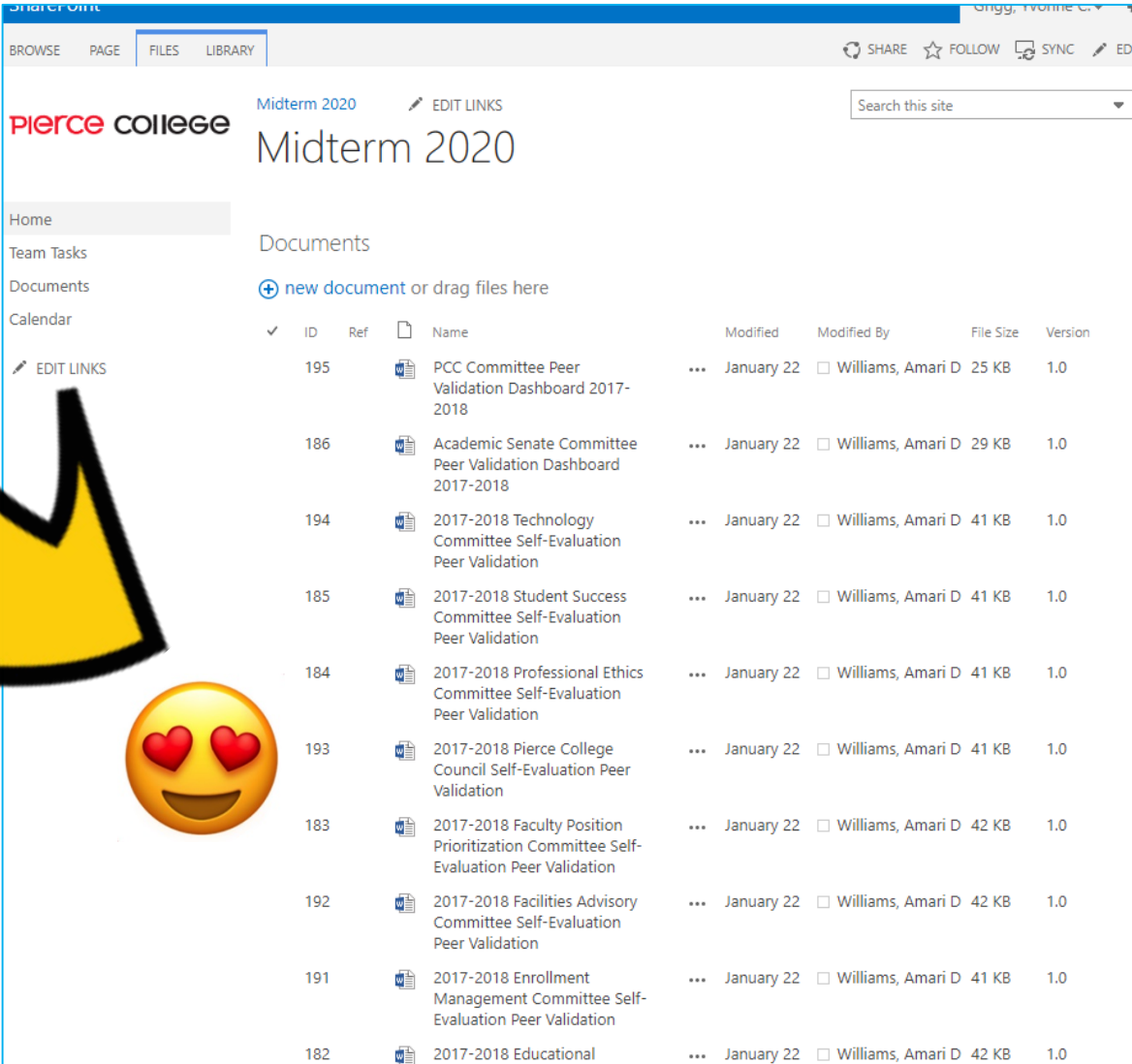
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	186		📘	Academic Senate Committee Peer Validation Dashboard 2017-2018	...	January 22	☐ Williams, Amari D	29 KB	1.0
	194		📘	2017-2018 Technology Committee Self-Evaluation Peer Validation	...	January 22	☐ Williams, Amari D	41 KB	1.0
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	182		📘	2017-2018 Educational	...	January 22	☐ Williams, Amari D	42 KB	1.0

Thank you for all of your energy, effort, and enthusiasm!