

**Accreditation Self Evaluation
Timeline and Revision Guidelines**

2014/2015 Self Evaluation Timeline	
February 13	PDA Workshop to Introduce Self Evaluation Draft 1
Feb. 13-March 24	Draft of Self Evaluation available for College Community review and comment
Feb. 13-May 5	Standard Committees receive feedback and continue to work on revisions
April 18	Steering Committee Meeting, finalization of Actionable Improvement Plans
May 5	Deadline for Draft 2 of all Standards
May 16	Steering Committee meeting,
Feb.21-Summer	Writing introductory and appendix portions of Self Evaluation (Wanda and Mary Kay)
Summer	Final revisions, editing, graphics with editor
August 29	Final draft completed and ready for final review
September-November	Review and editing of final draft (for both online and hard copy versions) by all constituencies
December 1	Final draft sent to printer
December 9	Board of Trustees approves Self Evaluation
March 2015	ACCJC Visiting Team Site Visit

Next Steps

The PDA Workshop to preview the first draft of the Self Evaluation will be Feb. 13 at 2:45 in room 4246. This will introduce the link to the draft as well as the online feedback form. Readers will be asked to respond regarding content, not style or format, and only the names of Standard Committee Liaisons and Co-chairs will be given as contacts. Questions will be similar to this:

- Is there information that could be added to more fully demonstrate how the College meets the Standard?
- Do you have an example of how the College meets the Standard?
- Are there areas in the Descriptive Summary or Self Evaluation sections that could be clearer to a general audience? Please identify specific parts.
- Is there information that is inaccurate? Please explain, and, if possible, provide correct information and the source to back it up.
- Do you feel that the College meets the Standard? If not, please explain.
- Please contact the Self Evaluation chair to give further information or feedback.

As Committees continue to work on drafts during the open review period, updated versions can easily be posted on the website. Wanda will collect feedback and send it to Standard Committee leaders.

Your group may want to use results from the Accreditation Student Survey and SRJC Faculty/Staff Survey, which are available at these links:

- Students:http://online.santarosa.edu/homepage/wburzycki/Accreditation/2013_Accreditation_Student_Opinion_Survey_Results01-30-14.pdf
- Faculty/Staff:http://online.santarosa.edu/homepage/wburzycki/Accreditation/2013_Accreditation_Faculty-Staff_Survey_Results01-30-14.pdf

Some Guidelines for Revision

1. Use language from each Standard itself in Descriptive Summary to ensure that Standard requirements are directly addressed.
2. Make sure all questions from the Guide for Evaluating Institutions (listed on the Review Template) have been answered. Seek help from Wanda if you're not sure where to get the answers and she will work with Mary Kay to locate them.
3. Use subheads that relate to parts of the Standard statement.
4. When you have an extended example, consider marking that as an "illustration," and mark that in your text. We will work on the layout for that.
5. If you have a long list of information, consider whether this could be represented by a flow chart, a table, or other graphic. If you can't easily create that, please highlight that section and describe what you'd like to see, and we will get someone to do it.
6. For evidence, list it all at the end of your Standard, with links if possible. In the final draft, actual titles of evidence mentioned in the text will become hyperlinks, but the hard copy will have numbered references. At this point, if you have evidence listed (like minutes for a meeting) and it's in a numbered list at the end of your Standard, please put that number in parentheses at the end of your sentence. If you know you need evidence but haven't yet located it, just put that in parentheses at the end of the sentence until you find it (Example: "Need minutes from Basic Skillss).
7. For the Self Evaluation section, start with, "The College meets the Standard." (Or partially meets, or does not meet.) The Self Evaluation section should refer to parts of the Descriptive Summary that confirm how the College meets the standard, but should be a general summary. Do not introduce new information in the Self Evaluation section. For instance, Student Survey information that reflects how the College meets the Standard would be listed in the Descriptive Summary, not brought up in the Self Evaluation.
8. If your committee believes an Actionable Improvement Plan should be listed, please include it right after the Self Evaluation of that section, not at the end of the entire section.
9. Capitalize "College" when the word could be replaced by "Santa Rosa Junior College." Capitalize "District." Do not capitalize job titles, including "president" and "board member."
10. You can access all drafts to the Self Evaluation, as well as the Student and Faculty/Staff Surveys, at <http://online.santarosa.edu/presentation/schedule/?6122> .This link is also located at the bottom of Wanda's faculty homepage, at the very bottom, as "Accreditation Self Evaluation." It's a good idea to review other Standards to check for cross references.
11. Refer to the Accreditation Website for further information:
<http://www.santarosa.edu/accreditation2015/index.php>

12. Please don't hesitate to contact Wanda with any questions.