

# *Accreditation Self Evaluation Timeline*

## *Fall 2012—Building Awareness*

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- Begin briefing the Institutional Planning Council (IPC) on progress of the 2015 Accreditation Self Evaluation. An update will be a standing item on the IPC agenda throughout the self evaluation process.
- Begin process to recruit and select the Self Study Faculty Co-Chair (Vice President of Academic Affairs/Accreditation Liaison Officer or VPAA/ALO, Former Accreditation Chair, Superintendent / President of the District).
- Begin internal informational campaign regarding accreditation--purpose, standards, significance, and opportunity to participate.
- December Board of Trustees Meeting: VPAA/ALO presents information regarding accreditation to the Board of Trustees. Updates will be provided at each Board meeting throughout the self evaluation process.

## *Spring 2013—Organizing the Work*

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- Appoint the representatives to the Accreditation Steering Committee (ASC).
- Continue internal informational campaign; meet with people who have served on External Evaluation Teams to elicit suggestions, etc. (VPAA/ALO, Self Evaluation Faculty Co-Chair).
- Hold the first meeting of the Accreditation Steering Committee (ASC). The Self Evaluation Faculty Co-Chair and ALO lead the ASC meetings. Agenda includes an overview of the process and responsibilities of the ASC. The ASC meets as needed in spring and at least monthly thereafter throughout the self evaluation process.
- Invite volunteers to serve on the standards committees; provide informational/promotional workshops on both campuses. Assign people to the committees, and send all members informational packets (VPAA/ALO, Self Evaluation Faculty Co-Chair).
- Hold a workshop and luncheon for all participants in the self evaluation.
- Standards committees meet, organize themselves, make preparations for fall, and identify research needs, evidence collection, storage sites and Web site needs.
- Self Evaluation Faculty Co-Chair and VPAA/ALO work with Assessment, Institutional Research, IT and others to identify probable research needs, evidence collection, storage sites and Web site needs.

## *Summer 2013*

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- Research and evidence data assembled and/or developed based on direction from the ASC.
- SRJC Accreditation Web site created.

## *Fall 2013—Writing Draft One of the Institutional Self Evaluation Report*

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- Editorial Assistant hired.
- Work proceeds. Standards committees meet on their own, with Administrative Liaisons checking in with the Self Evaluation Faculty Co-Chair. ASC meets monthly to check on progress. Self Evaluation

Faculty Co-Chair and VPAA/ALO facilitate coordination between standards committees and District-wide research and documentation efforts. Regular communications with the college community continue.

- *Early December: All standards committees complete their first drafts of the Institutional Self Evaluation Report.*
- Self Evaluation Faculty Co-Chair does initial review of drafts, makes sure everything is turned in prior to the end of the semester.

## *Spring 2014—Writing Draft Two of the Institutional Self Evaluation Report*

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- ASC holds all day retreat, reviews first drafts of the Institutional Self Evaluation Report and offers advice to the Standards Committees.
- District staff work with standards committees to develop documentation and drafts for Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Evaluation, Abstracts, and Planning Summary.
- Draft One of the Institutional Self Evaluation Report is disseminated electronically to the college community, and informational workshops are presented. Students, staff, faculty, managers, and Board members are encouraged to respond with comments and suggestions.
- Standards committees make final revisions to their drafts.
- *Early May: All standards committees complete their second drafts.*
- Self Evaluation Faculty Co-Chair does initial review of second drafts, makes sure that everything is turned in prior to the end of the semester.

## *Summer 2014*

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- Editorial Assistant, working with the Self Evaluation Faculty Co-Chair, the VPAA/ALO and others, reviews and revises material and produces second draft of the Institutional Self Evaluation Report, including Descriptive Background and Demographics, Eligibility Requirements for Accreditation, Responses to Recommendations from the Last Educational Quality and Institutional Effectiveness Review, and Abstracts and Planning Summary.
- Public Relations Editor reviews and edits full draft.
- Plans are developed for the format, printing, and distribution of the Institutional Self Evaluation Report.

## *Fall 2014—Final Review and Preparation of the Self Study*

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- Self Evaluation Faculty Co-Chair writes the Organization and Timeline sections of the Institutional Self Evaluation Report.
- District-wide review of Draft Two of the Institutional Self Evaluation Report.
- Accreditation Steering Committee approves the Certification of Continued Institutional Compliance with Eligibility Requirements and Certification of Continued Institutional Compliance with Commission Policies.
- Review of the entire document by the Editorial Assistant, Public Relations Editor, standards committees, and the Accreditation Steering Committee.
- *Early November: District-wide review of Draft Three of the Institutional Self Evaluation Report*
- *December 1<sup>st</sup>: Final draft of the Institutional Self Evaluation Report sent to printer.*
- *December Board of Trustees meeting: Board of Trustees approves the Institutional Self Evaluation Report.*

## *Spring 2015—The External Evaluation Team Visit*

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- VPAA/ALO sends letter to the Accrediting Commission with updates on significant developments that have occurred since the publication of the Institutional Self Evaluation Report.
- Institutional Self Evaluation Report is distributed to college community and sent to External Evaluation Team members.
- A planning group is formed to organize the logistics of the External Evaluation Team visit.
- External Evaluation Team Visit.

Office of the Vice President/  
Assistant Superintendent

TO:                   REGULAR FULL TIME FACULTY

FROM:            Mary Kay Rudolph, Vice President of Academic Affairs

RE:                FACULTY OPPORTUNITY - Steering Committee Chair for the 2015  
Accreditation Self-Study

It is time to select a full time SRJC faculty member to serve as the chair of the college's Accreditation Steering Committee. The Steering Committee will direct the development of the institution's self-evaluation, monitoring the work of numerous sub-committees assigned to respond to each of four accreditation standards. An accreditation team appointed by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) will visit the college in the spring of 2015 to validate the self-evaluation (formerly called Self Study).

The faculty member selected as chair will receive reassigned time as follows:

Fall 2013 - 20%  
Spring 2014 - 50%  
Summer 2014 - 20%  
Fall 2014 - 50%  
Spring 2015 - 10%

As the accreditation liaison officer, I will provide support and assistance to the chair.

I believe the accreditation process is a wonderful opportunity to evaluate ourselves and make meaningful improvements in our institution. The steering committee chair is key to a successful process and plays a critical role in recruiting members for the various standard committees. The Steering Committee Chair provides leadership in organizing the process and in determining the final edited version of the self-evaluation report. The chair should command respect from the college community and possess organizational skills, communication skills and integrity. Prior experience with the accreditation process or a similar process might be useful, but it is not required. *(On the job training will be provided)*

Interested faculty should submit a letter of application addressed to my office by September 28, 2012. A committee (see below) will review the applications, interview final candidates, and make a final selection shortly thereafter.

Selection Committee

- Dr. Frank Chong, Superintendent/President
- Robin Fautley, Academic Senate President
- Gary Allen, Steering Committee Chair, 2009 Self Study
- Mary Kay Rudolph, VPAA/Accreditation Liaison Officer (ALO)

## Accreditation Standard Committee Liaison Appointments

**Standard One**      **Institutional Mission and Effectiveness**      Jane Saldana-Talley

**Standard Two**      **Student Learning Programs and Services**

A. Instructional Programs      Kris Abrahamson  
B. Student Support Services      Ricardo Navarette  
C. Library and Learning Support Services      Cherry Li-Bugg

**Standard Three**      **Resources**

A. Human Resources      Karen Furukawa  
B. Physical Resources      Tony Ichsan  
C. Technology Resources      Scott Conrad  
D. Financial Resources      Doug Roberts

**Standard Four**      **Leadership and Governance**      Mary Kay Rudolph

**Descriptive Background**      KC Greaney  
**& Demographics / Research Support**

## Sonoma County Junior College District Accreditation Steering Committee

Wanda Burzycki	Faculty, College Skills	Steering Committee Faculty Co-Chair
Doug Roberts	VP, Business Services	Administration Representative
TBD		Board Trustee(s)
Debbie Weatherly	Accounting	Classified Senate
Robin Fautley	Faculty, Life Sciences	Academic Senate
Karen Furukawa	VP, Human Resources	Administration Representative
Julie Thompson	Faculty, English	All Faculty Association (AFA)
Hilleary Izard	Student Advisor, Categorical Progs., CalWORKS	Designate, SEIU Local 707
Ricardo Navarette	VP, Student Services	Administration Representative
Jane Saldana-Talley	VP, Petaluma Campus	Administration Representative
Mary Kay Rudolph	VP, Academic Affairs	Accreditation Liaison Officer
Jessica Jones	President, Assoc. Students	Associated Students Representative

**From:** Rudolph, Mary Kay  
**Sent:** Friday, March 15, 2013 2:42 PM  
**To:** DL.STAFF.MGNTTEAM; Arnold, Charisse; Baker, Allison; Fautley, Robin; Greaney, KC; Jones, Cece; Kay, Judy; Kort, Melissa; Li-Bugg, Cherry; Matthew Dickenson; Merkel, Amy; Miller, Jerald; Myra Emmett (myraemmett@gmail.com); Pereira, Freyja; Rudolph, Mary Kay; Servais, Lauren; Wilson, Susan  
**Subject:** Accreditation call to action!  
**Importance:** High

### Management Team Colleagues:

Per my announcement today, here is the survey to serve on an SRJC standard team. Thank you in advance.

EPCC –

I hope you will all consider this if you have not already.

Thank you!

MK

## SRJC Accreditation 2015

### Dear Colleagues,

Every six years, institutions accredited through the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) are required to undergo a rigorous self evaluation. In Spring 2015, an External Evaluation Team will conduct a review of Santa Rosa Junior College, following the completion of our self evaluation. In spring 2013, SRJC is embarking on the first step of that accreditation process. This initial step is the most important, because it involves you—the faculty, staff, students, and administrators who will be a part of the Institutional Self Evaluation. We hope you will take a few moments from your busy day to read more about this opportunity, and then take the accreditation survey through the link below.

As a California Community College, we pride ourselves on our shared governance system, and the Institutional Self Evaluation allows us to work together to reflect on what we do, recognize our achievements, and make suggestions for improvement. Whether you have participated in the accreditation process at SRJC or another institution in the past, or are coming to the experience with a fresh perspective, your input is very important.

The bulk of the collaborative research, discussion, and drafting of the self evaluation document is accomplished in Fall 2013 and Spring 2014. For Spring 2013, there are only a few things you need to do:

- **Open the Accreditation Interest Survey at this link:**  
[https://www.surveymonkey.com/s/Accreditation\\_Statement\\_of\\_Interest\\_Survey](https://www.surveymonkey.com/s/Accreditation_Statement_of_Interest_Survey)
- **Review the descriptions of the four Standards: Institutional Mission and Effectiveness; Student Learning**

**Programs and Services; Resources; and Leadership and Governance.**

- **Select one or more of the nine committees that will address these areas.**
- **Submit the survey as soon as possible, but definitely by March 29.**

Participants will be notified about their standard committees in early April, and a lunch meeting will be held on Friday, April 12 to allow the groups to meet and plan.

The Institutional Self Evaluation is one of the most important undertakings of the college because it demonstrates to the Accrediting Commission how SRJC meets the standards. We need multiple perspectives to create an accurate and comprehensive document, and we hope through this survey to gather a broad representation of the many talented, observant, and dedicated members of this college community. And that includes you!

Thank you for your time and serious consideration of this opportunity. Please feel free to contact either one of us if you have any questions. We look forward to your survey response and launching a self evaluation that truly represents this remarkable institution.

*Mary Kay Rudolph*

Vice President of Academic Affairs and Accreditation Liaison Officer

*Wanda Burzycki*

College Skills Department Faculty and Self Evaluation Co-Chair



## Accreditation Statement of Interest

Below are the four basic standards for the new accreditation process. Each standard has sub-divisions. It will be the task of the Standard Committees to examine data and documents pertinent to assigned standards; consult with appropriate staff and standing committees; conduct survey or other research as needed; develop the initial draft for the standard and revise as necessary; and report regularly to the Steering Committee. For each standard, we hope to assign a mix of both "experts" and "novices." This is essentially a 1.5 year commitment, except for an organization meeting this spring and potential interaction with the visiting team in the spring of '09.

\_\_\_\_\_ **Standard One: Institutional Mission and Effectiveness.** This standard deals with the communication of the college mission internally and externally and the use of data and assessment to measure the effectiveness by which the mission is accomplished.

\_\_\_\_\_ **Standard Two: Student Learning Programs and Services.** This standard explores the College's effort to produce and aid student learning through learning outcomes, evaluation, and appropriate allocation of resources.

\_\_\_\_\_ A. Instructional Programs

\_\_\_\_\_ B. Student Support Services

\_\_\_\_\_ C. Library and Learning Support Services

\_\_\_\_\_ **Standard Three: Resources.** This standard poses the question: Does the institution effectively use its human, physical, technology, and financial resources, including student learning outcomes, to improve institutional effectiveness?

\_\_\_\_\_ A. Human Resources

\_\_\_\_\_ B. Physical Resources

\_\_\_\_\_ C. Technology Resources

\_\_\_\_\_ D. Financial Resources

\_\_\_\_\_ **Standard Four: Leadership and Governance.** This standard addresses the College's shared governance system and the decision making processes that support student learning programs and services.

## Accreditation Standards Committees

### Standard One: Institutional Mission and Effectiveness

<b>Administrative Liaison:</b>	<b>Jane Saldana-Talley</b>	<b>VP, Petaluma Campus</b>	<b>Management</b>
Co-Chairs:	Lauren Servais	English	Faculty
	Vincent Hamilton	Counseling	Faculty
Committee Members:	Ann Foster	English	Faculty
	Robert Ethington	Student Affairs	Management
	Brian Phifer	Student Affairs	Management
	Tony Graziani	Life Sciences	Faculty
	Mike Roth	IT	Classified

### Standard Two: Student Learning Programs and Services

#### A. Instructional Programs

<b>Administrative Liaison:</b>	<b>Kris Abrahamson</b>	<b>Dean, Liberal Arts</b>	<b>Management</b>
Co-Chair:	Nancy Persons	Interim Dean, A&H	Management
Committee Members:	Lisa Beach	Distance Ed/Comp Stud	Faculty
	Andrea Alvarado	Counseling	Faculty
	Bic DoVan	Mathematics	Faculty
	Elona Russell	Music	Classified
	Deborah Chigazola	Health Sciences	Management
	Art Hsieh	Public Safety/EMC	Faculty
	Cindy Avenell	ESL	Faculty
	Dean Gooch	Mathematics	Faculty
	Sherry Forkum	English	Faculty
	Nick Lawrence	Child Development	Management
	Victor Cummings	Dean, Lang. Arts	Management
	Cecilia Roy	College Skills	Faculty
	Anna Valdez	Health Sciences	Management
	Susan Wilson	Life Sciences	Faculty

#### B. Student Support Services

<b>Administrative Liaison:</b>	<b>Ricardo Navarrette</b>	<b>VP, Student Services</b>	<b>Management</b>
Co-Chairs:	Nancy Chinn	DRD	Faculty
	Lily Hunnemeder-Bergfelt	CalWORKs	Management
Committee Members:	Sharien Hinton	DRD	Faculty
	Jill Hunter	Institut. Research	Classified
	Erica Crowell Altobelli	Behavioral Sci.	Faculty
	Freyja Pereira	A&R	Management
	John Eberly	Child Development	Faculty
	Rachael Cutcher	Scholarship	Management
	Catherine Williams	DRD	Faculty

Lauralyn Larsen	Dean, Petaluma	Management
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**C. Library and Learning Support Services**

<b>Administrative Liaison:</b>	<b>Cherry Li-Bugg</b>	<b>Dean, Learning Resources</b>	<b>Management</b>
Co-Chair:	Micca Gray	Learning Resources	Faculty
Committee Members:	Anne O'Toole	Media Services	Classified
	Jorge DaCosta	Media Services	Classified
	Jacob Aharonian	English	Faculty
	Phyllis Usina	Learning Resources	Faculty
	Josh Adams	IT/Instruc. Comp.	Management
	Norberto Quiroz	Counseling	Faculty
	Cheryl Hanson	CSKLS	Faculty

**Standard Three: Resources**

**A. Human Resources**

<b>Administrative Liaison:</b>	<b>Karen Furukawa</b>	<b>VP, Human Resources</b>	<b>Management</b>
Co-Chair:	Sarah Hopkins	Human Resources	Management
Committee Members:	Geoff Navarro	Counseling	Faculty
	Diana Rangaves	Health Sciences	Faculty
	Cathy Wilson	Dean, Instruction	Management
	Beatriz Camargo	HSE Program	Classified

**B. Physical Resources**

<b>Administrative Liaison:</b>	<b>Tony Ichsan</b>	<b>Dean, Facilities/Ops</b>	<b>Management</b>
Co-Chairs:	Anna Felciano	Facilities/Ops	Classified
	Doug Kuula	Environ. Health & Safety	Management
Committee Members:	Kirsten Swinstrom	Life Sciences	Faculty
	Chris Wills	Ag/NRM	Management
	Carl Dobson	Facilities/Ops	Management
	Mark Ferguson	Mathematics	Faculty
	Vanessa Spaeth	District Police	Classified
	April Chapman	Dean, Public Safety	Management

**C. Technology Resources**

<b>Administrative Liaison:</b>	<b>Scott Conrad</b>	<b>Director, IT</b>	<b>Management</b>
Co-Chair:	Ying Lin	Mathematics	Faculty
Committee Members:	Jeff Diamond	Computer Studies	Faculty
	Tad Wakefield	English	Faculty
	Salvador Diaz	Social Sciences	Faculty

Don Webb	IT	Management
Marshall McGowan	IT/Instruc. Comp.	Classified
Russ Bowden	Media Services	Management
Carolyn Massell	Computer Studies	Faculty
Kathleen Kearney	Contract Ed	Management
Paul Bielen	Facilities/Ops	Management
Allison Baker	Social Sci/Petaluma	Faculty
Alex Drake	IT/Instruc. Comp.	Classified

#### **D. Financial Resources**

<b>Administrative Liaison:</b>	<b>Doug Roberts</b>	<b>VP, Business Services</b>	<b>Management</b>
Co-Chairs:	Kate Jolley	Business Services	Management
	Morris Hamm	BAD	Faculty
Committee Members:	Lindsay Eigenauer	DRD	Management
	Hilleary IZard	Student Affairs	Classified
	Randy Collins	Public Safety/Fire Tech	Management
	Abby Bogomolny	English	Faculty
	Jerry Miller	Dean, B&PS	Management
	Lisa Hotchkiss	Payroll	Classified
	Lisa Perkins	DRD	Classified
	Anne DeClouette	Dean, B&PS	Management

#### **Standard Four: Leadership and Governance**

<b>Administrative Liaison:</b>	<b>Mary Kay Rudolph</b>	<b>VP, Academic Affairs</b>	<b>Management</b>
Co-Chair:	Julie Thompson	English	Faculty
Committee Members:	Abe Farkas	Dean, Curriculum	Management
	Paulette Bell	Computer Studies	Faculty
	Cliff Norton	Industrial/Trade Tech	Faculty
	Alicia Virtue	Learning Resources	Faculty
	Alicia Artz	CTE	Classified
	Debbie Weatherly	Accounting	Classified
	Carol Hatrick	Health Sciences	Faculty
	Ganesan Srinivasan	Dean, Ag/NR	Management



# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	15
SUBJECT: ACCJC/WASC Accreditation Update	DATE 10-8-13
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 2

## BACKGROUND

This is the first in a series of reports to the Santa Rosa Junior College Board of Trustees during the 2013-2014 academic year regarding progress on SRJC's Accreditation Self Evaluation Report, due to the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) in spring 2015.

The SRJC Self Evaluation preparation officially began last fall when a District team of managers and faculty (Abe Farkas, Karen Furukawa, Kris Abrahamson, Doug Roberts, Tony Ichsan, Patie Wegman, Cherry Li-Bugg, Robin Fautley and Wanda Burzycki) attended a training session given by the ACCJC/WASC for colleges undertaking the self evaluation process.

In spring 2013 the recruitment and organization process for the SRJC Self Evaluation Report began in earnest. Wanda Burzycki, Accreditation Self Evaluation Faculty Co-Chair, recruited volunteers for the Standard Committees from a variety of college governance groups, such as the Academic Senate, Petaluma Faculty Forum, Classified Senates on both the Santa Rosa and Petaluma campuses, SEIU and Associated Students. This effort, along with two college-wide emails, resulted in approximately 90 volunteers, including faculty, staff, managers and students. These volunteers were brought together on April 12, 2013 for an Accreditation Orientation workshop, where Standard Committee members learned about the process and made plans for their future meetings.

Over the summer, Standard Committee members began gathering information to address their standards. Robert Thompson, SRJC's Web Design Specialist, developed the official Accreditation 2015 Web site, which was presented to the Board in July, 2013. Since then, IT staff have created a confidential SharePoint Web site where committee members can post drafts, provide feedback and list sources of evidence.

Continued

At the fall 2013 Professional Development Activities (PDA) Day, Wanda Burzycki and Mary Kay Rudolph held a "how-to" writing workshop for Standard Committee volunteers. Committees are meeting regularly during the fall semester to gather evidence, conduct

Initiator	Supervising Adm/Mgr	Vice President	President
		Mary Kay Rudolph	Frank Chong

interviews and write their sections of the first draft of the Self Evaluation Report. Committees will be completing their drafts by the end of October, 2013, reviewing content and recommendations during November, 2013 and submitting the drafts for review by the Self Evaluation Faculty Co-Chair and the Accreditation Liaison Officer on December 2, 2013. The first draft of the Self Evaluation Report will be available for review and comment by the college community in spring 2014.

Board information reports later in the academic year will highlight the issues and concerns that the Self Evaluation Report has reviewed and analyzed.



**SRJC 2015 Accreditation Self Evaluation  
What to Expect as a Standard Committee Member**

**SPRING 2013**

**April 12—Orientation Meeting**

- Face-to-face introductions to your group
- Select faculty or classified co-chair (committees have administrative co-chairs)
- Review goals, the process, and the resources related to your standard
- Identify general data and other information that your committee will need access to
- Discuss timeline and schedule for future meetings (one in Spring 2013 plus regular meetings in Fall 2013) Note: *Flex credit available for faculty for Fall meetings.*

**April-May—Follow-Up**

- Co-chairs meet to refine schedules, discuss work strategy, set up a Spring meeting
- Co-chairs contact every member of the Standard Committee to confirm commitment and meeting schedule
- Hold one meeting of the committee. Wanda will attend and provide orientation specific to that standard, answer questions, and collect requests for data.

**SUMMER 2013**

- Wanda will contact administrative co-chairs (and other co-chairs as available), organize and submit data requests
- Co-chairs and anyone else so inspired may begin reading, planning, researching
- ACCJC Accreditation Website: <http://www.accjc.org/>

**FALL 2013**

**PDA Day, August 16: “Making Sense: Writing Workshop for the Accreditation Self Evaluation”**— Please plan to attend if possible.

- Accreditation Steering Committee meets
- Co-chairs hold “launch meeting” for their respective Standards Committees
  - Confirm schedule of meetings and deadlines
  - Review website access and procedures for posting and online discussion
  - Develop and assign specific tasks for research and writing
  - Invite Wanda to attend to answer questions and give more explanation

*Committee members should expect to spend 2-3 hrs/week for work such as reading, interviews, data analysis, notes, emails, meeting preparation and meetings.*

**September 2013**

- Accreditation Steering Committee meets
- Standards committees meet. Wanda will attend as needed.
  - Review initial findings related to specific areas of research
  - Identify themes and begin shaping report
  - Determine further data or research needs
  - Set deadline for sharing initial drafts (posted on website by end of October)

*Committee members: Prepare for 2-3 hours/week for drafting.*

### **October 2013**

- Co-chairs may meet individually with committee members to discuss drafts and suggest development, organization, revision ideas.
- Accreditation Steering Committee meets
- Standards Committees meet to discuss and share drafts, general progress, posting process and deadline. Troubleshooting, revision suggestions, additional information, etc. Wanda will attend as needed.

**DEADLINE for first drafts to be posted (for committee review only): Monday, October 28**

*Committee members: Expect to spend 2-3 hours/week for meetings, writing, and consultation (not 10 hours on the Sunday before the deadline, if possible!)*

### **November 2013**

- Accreditation Steering Committee meets
- Standards Committees work on revisions as suggested. Committee may not meet as a whole, but co-chairs will consult and follow-up to make sure members have what they need to complete the tasks by the December deadline.

*Committee members: Prepare for approximately 2 hours/week for revisions (depending on how the first draft went). Wanda available as needed.*

### **December 2013**

**DEADLINE for all first drafts to be posted for review by Mary Kay and Wanda: Monday, December 2**

- Standards Committee members take a breath. They may need to answer a few questions or clarify points, but overall, committee work for Fall 2013 is done.
- Mary Kay and Wanda will review posted drafts and prepare for Spring work on second draft.

### **SPRING 2014**

#### **January-February 2014**

- Accreditation Steering Committee meets for all-day retreat to discuss Self Evaluation draft and plan for revisions, documentation, etc.
- Standards Committees meet with Wanda to address Steering Committee feedback and recommendations before Draft 1 is posted for general review.

#### **March-April 2014**

- Draft 1 of the Self Evaluation is posted for review by entire college community: faculty, staff, managers, students and Board members are encouraged to respond with comments and suggestions.
- Standards Committees meet one more time to discuss and confirm revisions.

*Committee members: Prepare for approximate total of 8 hours of review and revision plus communications and meetings, depending on feedback.*

#### **May 2014**

**DEADLINE for Draft 2 Monday, May 5.** Wanda will review second draft of Self Evaluation and submit for final editing.





## *SRJC Accreditation 2015*

**Accreditation Retreat  
Friday, January 31, 2014  
9:00 a.m.-3:00 p.m.  
Petaluma Campus Tutorial Center (Room PC 247)**

### ***Preparation for this Retreat:***

- Standard Committee leaders should review their first drafts. Any updates or revisions should be sent to Wanda **by Jan. 28. File Depot links to all Standard drafts will be sent on Jan. 29.**
- Review the questions for each Standard as listed in the ACCJC *Guide to Evaluating Institutions*. These will be used in our review of the Standards. <http://www2.santarosa.edu/f/?nELWNVwO>

### **Agenda**

*8:45am Coffee and morning snacks*

- 1. Welcome, introductions, and a huge thank you!**
- 2. Organization of the review process:**
  - guidelines for reviewing the draft
  - feedback template
  - example

*10:15am Break*

- 3. Review of drafts online (in adjoining computer lab)**

*12:00pm - 1:00pm Lunch (provided)*

- 4. Completion of review (as necessary)**
- 5. Discussion of Actionable Improvement Plans and how to approach areas recommended for improvement in the Self Evaluation**
- 6. Discussion of draft and next steps**
  - Strengths and areas for development
  - The role of Standard Committee leaders and members in the revision process
  - Timeline for obtaining additional information and making revisions
  - How to cite, organize, and list evidence
  - Use of graphics and examples
  - Suggestions for formatting and preparation for college community review
- 7. Thank you! Please note that the Accreditation Launch workshop will be held at 2:45 p.m. on PDA Day, Thursday, February 13<sup>th</sup>.**

**Future Meetings - Fridays from 8:30am-9:45am**  
(Joint meetings unless indicated otherwise in follow-up emails)

**Feb. 21**

**April 18**

**May 16**

## Accreditation Self Evaluation Timeline and Revision Guidelines

<b>2014/2015 Self Evaluation Timeline</b>	
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
<b>May 5</b>	<b>Deadline for Draft 2 of all Standards</b>
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](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](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.

**From:** Golden, Fran  
**Sent:** Wednesday, November 07, 2012 10:30 AM  
**To:** Burzycki, Wanda  
**Subject:** RE: PDA Accreditation workshops Friday August 17

Here's the announcement for the PDA Day workshops. Note the logo – perhaps you'd like to create a new one?

Regards,  
Fran

*Fran Golden*  
*Executive Assistant to the Vice President of*  
*Academic Affairs*  
*Santa Rosa Junior College*  
*(707) 524-1516*  
*Email: [fgolden@santarosa.edu](mailto:fgolden@santarosa.edu)*

*Sonoma County Junior College District's mission is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses.*

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**From:** Allen Gary  
**Sent:** Monday, August 13, 2007 10:25 AM  
**To:** Abrahams Richard; Allen Gary; Arellano Ofelia; Avila Filomena; Balsamo Ronald; Bell Kathryn; Bielen Paul; Booher-Poggi Michelle; Burks Paula; Burzycki Wanda; Camargo Beatriz; Campbell-Price Kerry; Carpenter Jay; Chapman April; Chinn Nancy; Chudnofsky Robert; Cleaver Norman; Cohen Steven; Conti Elisa; Croteau Barbara; Cummings Victor; Cuneo Marie; Dobson Annette; Dobson Carl; Drake Alexander; Dunn Cheryl; Eakins2 Debra; Eaton Toni; Ed Buckley; Estrin Martha; Ethington Robert; Eurgubian Michael; Fadelli Jeanne; Farkas Abraham; Felciano Anna; Forkum James; Goebel Peggy; Gordon Joel; Granderson Gregory; Gray Micca; Hatrick Carol; Ho Xuan; Hopkins Sarah; Horton Jean; igervase@yahoo.com; Janssen Kyra; Johnson Bruce; Johnson2 Sharon; Jolley Katharyn; Jourdain Alicia; Kalember Kimberly; Ketelsen Cynthia; Kuula Douglas; Leon Katie; Lynch Molly; Mackura Kelly; McCulloch Janet; McGowan Marshall; McMullen Ruth; McMullin Lynn; Meese Michael; Merkel Amy; Messina Kimberlee; Meyer Sabrina; Michaels Maryanne; Miller Sally; Mulkovich Nikona; Murphy Kathleen; Nguyen Binh; Nighswonger Eve; Papa Suzanne; Pereira Freyja; Perry Cole; Persons Nancy; Quiroz Norberto; Robbins Charles; Roberts Elizabeth; Rosen Scott; Rudolph Mary Kay; Russell Elona; Sakanashi Tammy; Saldana-Talley L.Jane; Shelley William; Silverek Donald; Stinson William; Sweitzer Deborah; Thompson Stephanie; Vettori Hollyahna; Wheeler Nora; Wilder Violet; Willat David; Wilson Susan  
**Cc:** Golden Frances; Rudolph Mary Kay; Guzman Karin  
**Subject:** PDA Accreditation workshops Friday August 17



**To:** Members of Accreditation Standards Committees

**From:** Gary Allen and Mary Kay Rudolph

**Re: August 17 PDA Workshops**

Hi, everyone. I hope all is well and you're ready for the fall semester to begin.

This is a reminder that there are **two important PDA workshops related to accreditation this Friday, August 17**. The first workshop is in Maggini 2701 from 1:15 - 2:45 and is titled:

**Accreditation Volunteer Training: What We'll Be Doing and How We'll Do It**

In this workshop, Mary Kay, Karin Guzman, Ken Fiori and I will be introducing participants to the accreditation self-study process, demonstrating the website, going over the organizational style sheets, and doing an exercise on gathering evidence. **Please attend this workshop if at all possible.**

The second workshop, from 3:00 - 4:30, is titled:

**Accreditation Standards Committees: Breakout Sessions for each Accreditation Standard**

As a participant in the self-study process, **it's very important that you attend the second workshop**. In this workshop, your committee will get organized, divide up labor, and discuss the approach you will take to your standard. We are preparing packets of handouts for each standard committee member to guide folks in getting started in the accreditation process. Mary Kay and I will circulate around the rooms to provide help to any of the standards committees. Check the PDA schedule for the room in which your standard will be meeting.

I have attached the cover sheet of the handout, as well as the agenda and goals pages for the two workshops. The complete packets will be distributed at the workshop.

Thanks, and I look forward to seeing you on Friday.

