

September 20, 2013

Dear Accreditation Standard Teams:

We are writing to provide you with guidance on providing evidence as part of your writing process. As you can imagine, claims made in a self-evaluation report must be supported by evidence. Accordingly, it is encouraged that standard teams write responses around existing evidence. To help standard teams document the evidence used to substantiate claims of institutional effectiveness, we have developed a process for collecting evidence. We hope this Q&A below will help answer some of your questions.

Q: What constitutes evidence?

A: Evidence is the data upon which a judgment or conclusion may be based.

- As such, it is presented in answer to questions that have been deliberately posed because an institution regards them as important.
- Evidence tells all stakeholders that an institution has investigated its questions and knows something about itself—it knows what it achieves.
- For evidence to be useful, it must have undergone analysis and reflection by the college community.
- The dialogue required for analysis and reflection is an integral part of the capacity an institution has for using the evidence it has accrued to make improvements.
- Good evidence, then, is obviously related to the questions the college has investigated and it can be replicated, making it reliable.
- Good evidence is representative of what is, not just an isolated case, and it is information upon which an institution can take action to improve.

It is, in short, relevant, verifiable, representative, and actionable.

(Source: 2014 Self-Evaluation Report Preparation, Dr Jerry Buckley, September 17, 2013)

Also, please refer to:

1) ACCJC Manual for Institutional Self-Evaluation (June 2013), section 5.2-Evidence & Data at:

http://www.accjc.org/wp-content/uploads/2013/08/Manual_for_Institutional_Self_Evaluation_2013.pdf

2) Guide to Evaluating Institutions (July 2013) – each section in the document provides examples of evidence for the standard at:

http://www.accjc.org/wp-content/uploads/2013/08/Guide_to_Evaluating_Institutions_2013.pdf

Q: How can you provide evidence cited in your standard reports?

A: We are striving to have all evidence stored electronically. To help us achieve this we have the following instructions to help you upload your evidence. Please note that the network folders can only be accessed on campus.

1) Electronic Documents Not Currently Available on the Internet or Intranet

An electronic document repository has been created for each standard. Please include the name of the evidence within your standard report. In addition, each committee will be asked to upload electronic versions of any documents their teams have collected into the appropriate folder.

Access to the folders has been programmed based on the team assignments from Dr. Buckley. The members on each of the standard teams have full control (add/remove/modify) over their particular standard. Executive Cabinet members have full control over all four folders.

The shares can be found here:

<\\blade\administrative\accreditation\standard1>

<\\blade\administrative\accreditation\standard2>

<\\blade\administrative\accreditation\standard3>

<\\blade\administrative\accreditation\standard4>

2) Electronic Documents Already on the Internet or Intranet

If a document already exists on the internet or intranet, please insert the URL into your standard report, date it was retrieved online and put it in the master list of evidence for your standard (see Q&A below on the template developed for documenting evidence within your standard). This will help us to ensure that the most recent version is being used as other teams may be referencing the same document.

3) Paper Documents

If possible, please scan any paper documents that do not currently exist electronically and upload them to your standard's folder on the network drive. If the document cannot be scanned or you need assistance (e.g., large spiral-bound document), please deliver it to the Institutional Development & Technology office (BONH-221) with a note identifying the standard committee with which it belongs. In either case, please include the name of this document in your standard report and note it on the template referenced in the Q&A below.

Q: How do you want us to document and number the evidence?

A: It is recommended that the teams assign a team member(s) to be responsible for uploading the evidence cited in your report. Please indicate who has uploaded each piece of evidence. This is helpful when we are cataloging the evidence and questions arise. Each standards folder has an Excel file for you to provide a list of all evidence cited, the location of the evidence, and who uploaded the evidence. Please use this template as the evidence team will use it as an inventory when we are developing the overall master list of evidence.

Lastly, please assign a reference number for each piece of evidence. This number should also be identified in the Excel file provided in your team's folder on the District's network. For example, the first

piece of evidence cited in Standard I, Educational & Facilities Master Plan 2012-2018, would be assigned reference number "1.A.1".

Q: Who is on the evidence team?

A: James Glapa-Grossklag (x3632) and Daylene Meuschke (x5329) are overseeing the data collection and tracking the evidence across all the standards. If you have any questions, please do not hesitate to contact us.

Thank you, in advance, for your help in collecting the evidence and following the suggested process for uploading the evidence to the network folders.

James and Daylene