

## Institutional Self-Evaluation Report for ACCJC Reaccreditation

### Committee

List names and job titles of all members; indicate who served as chair and co-chair (if applicable).

### Standards

List the alphanumeric code of each Standard assigned to the committee (e.g. Standard IA, IA.1).

### Deliverables

- For each Standard (and the respective sub-parts) to which your committee has been assigned, make a copy of pages 2 - 4 of this form. Record the information requested on those pages for each Standard (and the sub-parts).
- Please attach additional sheets, if needed, to fully respond to the questions on this form. Label the additional sheets with the heading from the gray bar.
- Please take minutes of each time the committee meets. The minutes should include the meeting date, a list of those in attendance on that date, the meeting agenda, and a summary of topics covered/meeting minutes. Send all meeting minutes (in one email) to Crystal <[crystal.vandertuig@sjvc.edu](mailto:crystal.vandertuig@sjvc.edu)> with the last name of the committee chairperson and the word Minutes in the subject line (e.g., Brown –Minutes).
- Attach hard copies of any documents used by the committee in its evaluation of a Standard that are not accessible electronically (e.g., handwritten notes taken during a focus group interview) to this form.

### Due Date

Please return this form with all attachments to Crystal VanderTuig by 5 PM on April 3, 2017.

## Standard

List the alphanumeric code of the Standard and copy the text of the Standard (verbatim) from the *Accreditation Reference Handbook*.

## Assessment Methods

How did your committee collect evidence that would allow it to evaluate the degree to which SJVC meets the Standard above? (Please check all that apply.)

- Conducted one-on-one interviews
- Conducted one or more focus group interviews
- Conducted a survey
- Examined results of one or more SJVC surveys reported on InfoZone or found elsewhere
- Examined previously collected SJVC statistical data (e.g., student demographics; graduation and placement rates; SLO achievement data)
- Undertook benchmarking (i.e., research comparing SJVC to three or four peer institutions)
- Examined SJVC's published material (e.g., catalog; faculty handbook; marketing materials; public website; organizational charts; previous ACCJC applications; other materials on InfoZone)
- Examined SJVC's unpublished material (e.g., budgets; meeting minutes; records; student files; faculty files; contracts)
- Examined SJVC's policies or procedures
- Other (please specify)

## Assessment Process

Please describe your committee's assessment activities in detail by elaborating on the above. Include, for example, who the participants were, if any (e.g., the individuals interviewed if the interview wasn't confidential; the stakeholder groups who were interviewed or who filled out surveys); which schools, if any, were used as benchmarks; and which surveys, statistical data, published materials, unpublished materials, policies or procedures were examined. (Use additional sheets if necessary.)

## Where Evidence Can Be Found

Please indicate here where the evidence the committee used can be found. List below and, if possible, send soft copies to Crystal at [crystal.vandertuig@sjvc.edu](mailto:crystal.vandertuig@sjvc.edu). The location you list may be, for example, (a) a URL for a website page you examined, (b) a document that can be found on SJVC's intranet, for example: InfoZone > Category Heading > Category Subheading > Document Name; (c) an attachment to an email sent to Crystal – Please list here date and subject heading of email; or (d) hard copies of documents that can't be transmitted electronically, which are attached to the end of this form – Please state here "See [document name] attached." You may also specify some other way that the evidence can be found. Be as precise as possible below. Rather than say, "catalog," please state, "2016 Catalog (published Jan. 2016), pp. 55, 56."

## Descriptive Summary

Write a narrative of what the committee learned about SJVC in relation to the Standard or create a bullet-pointed list of findings. In other words, provide a description of how, if at all, SJVC meets the Standard. Be sure to cite the evidence on which each lesson/finding/observation is based.

## Evaluation

Based on the descriptive summary, the committee should analyze and systematically evaluate SJVC's performance against the Standard. The basic questions to explore are (a) whether and to what degree institutional evidence demonstrates that SJVC meets the Standard and (b) how/why the committee has reached this conclusion. In short, how well does SJVC fare on the Standard? Be honest!

Grade: \_\_\_\_\_

- A: Excellent – SJVC not only fully meets the Standard but also has a formal system in place to evaluate it regularly and ensure its continuous quality improvement.
- B: Proficient – SJVC solidly meets the spirit and letter of all components of the Standard.
- C: Needs development – SJVC does not fully meet the spirit or letter of one or more components of the Standard.
- F: Inadequate – SJVC fails to meet most, if not all, components of the Standard.

If the criterion can be evaluated with a simple yes -or- no response, the committee may use a grade of Pass or Fail rather than A – F.

## Recommendations for Actionable Improvement

Based on your summary and evaluation, please provide your committee's recommendations for how, if at all, SJVC can improve its performance with respect to the Standard. Indicate the action's level of priority (High, Medium, Low), and specify when, in the committee's judgment, the action needs to be taken, that is: (a) Before Report (if SJVC should take the recommended action before the ACCJC Re-accreditation Report is submitted in Dec. 2018); (b) Before Visit (if SJVC should take the recommended action before the ACCJC Re-accreditation team site visit in spring 2019; or (c) Long-term (if SJVC should take the recommended action after the ACCJC Re-accreditation team site visit in spring 2019). Please note: To grant SJVC re-accreditation, ACCJC needs to determine that the College meets or exceeds every standard prior to the visit.