FOOTHILL COLLEGE

ACCREDITATION

ISER Lead Writers Onboarding

October 11, 2022

OVERVIEW

- Welcome!
- Timeline
- Writer Role

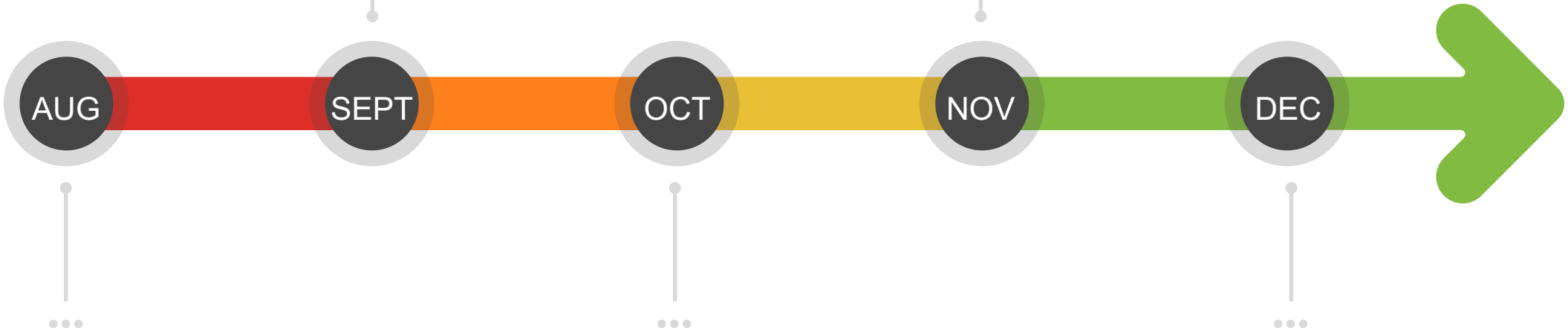
ISER TIMELINE: FALL 2022

AUG 11: Accreditation Steering Committee mtg
AUG 25: Accreditation Steering Committee mtg

SEPT 8: Accreditation Steering Committee mtg
SEPT 23: ISER Kickoff (Opening Day)
SEPT 30: ISER Large Group mtg @ 9am

OCT 10: ISER Writer Onboarding
OCT 11: ISER Lead Workgroup mtg @ 1 pm
OCT 12: ISER Large Group mtg: QFE Town Hall @ noon
OCT 25: ISER Large Group mtg @ 1 pm

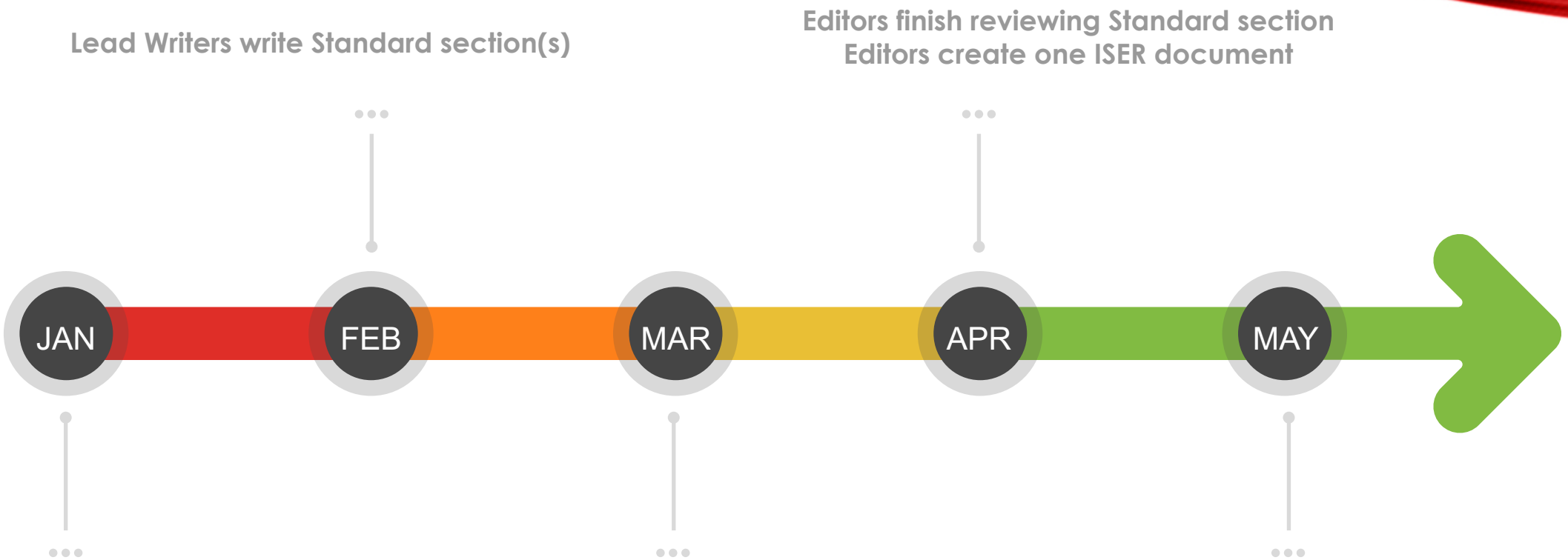
NOV 2: ISER Large Group mtg: QFE Discussion @ noon
NOV 3: ACCJC Check-In mtg @ 10 am
NOV 8: ISER Large Group mtg @ 1 pm
NOV 15: ISER Lead Workgroup mtg @ 1 pm
NOV 29: ISER Large Group mtg @ 1 pm



DEC 6: ISER Lead Workgroup mtg @ 1 pm
DEC 13: ISER Large Group mtg @ 1 pm

Accreditation Steering Committee to shift to ISER Lead Workgroup beginning September 2022
ISER Lead Workgroup includes Accreditation Steering Committee + Standard Team Leads (Admin/Faculty)
ISER Large Group includes all Standard Team members + Team Leads (Admin/Faculty)

ISER TIMELINE: WIN/SPR 2023



ISER TIMELINE: FALL 2022

Each Team will be led by Administrator and Faculty co-leads
who will be added to the Accreditation Steering Committee/Working Group

LEAD WRITER ROLE

- Review evidence crosswalk (in Canvas)
- Connect with Team Leads as needed
  - Attend Lead workgroup mtgs as needed
- Write Standard section(s)
  - Using ISER template
- Regular check in w/ALO
  - Review and discuss evidence as needed

LEAD WRITER ROLE

- Is there evidence?
- Is there a plan?
- Does the evidence make sense?

ISER EVIDENCE CROSSWALK

Accreditation Standards Overview--Review Criteria/Possible Evidence					
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity					
Standard Team Members: Kurt, Gay, Jennifer, Rosa, Doreen					
Standard Area Category	**Individual Standard Statement**	**Evidence of Meeting the Standard**	**Analysis and Evaluation: *How does the college meet the standard?***	**Evidence**	**Thoughts for Improvement**
I.A. Mission					
I.A.1	The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.				

ISER STANDARD SECTIONS

Standard I: 33 pages estimated
I.A. Mission (4 sub-standards)
I.B. Academic Quality & Institutional Effectiveness (9 sub-standards)
I.C. Institutional Integrity (14 sub-standards)

Standard II: 33 pages estimated
II.A. Instructional Programs (16 sub-standards)
II.B. Library & Learning Support Services (4 sub-standards)
II.C. Student Support Services (8 sub-standards)

Quality Focused Essay
Two or three action projects
Not to exceed 4,000 words
Update required in Midterm Report

Standard III: 39 pages estimated
III.A. Human Resources (15 sub-standards)
III.B. Physical Resources (4 sub-standards)
III.C. Technology Resources (5 sub-standards)
III.D. Financial Resources (16 sub-standards)

Standard IV: 35 pages estimated
IV.A. Decision-Making Roles & Processes (7 sub-standards)
IV.B. CEO (6 sub-standards)
IV.C. Governing Board (13 sub-standards)
IV.D. Multi-College Districts (7 sub-standards)

Other Sections
Introduction
Student Achievement Data/ISS
Organization of Self-Evaluation Process
Organizational Information
Eligibility Requirements

Document should be less than 250 pages

ACCJC Guide to Institutional Self Evaluation, Improvement, and Peer Review

Serves as a reference for writing

Document can be found in Canvas

Appendix A:
Suggested Formatting and Style Sheet

(Revised July 2014)

In Document	Formatting and Style
Titles	Times New Roman, 14 pt., bold
Subheadings	Times New Roman, 12 pt., bold
Body text	Times New Roman, 12 pt., Left Justified
Page numbers	Place in footer, either in bottom right or center
Margins	1” left; 1” right; 1” top; 1” bottom
• Bullets	Circle bullet, Times New Roman, 12 pt.
Underline	Use single line only. Do not use excessively.
Italics	Use italic font to emphasize, not bold font.
Acronyms	Spell out the names of groups on the first reference, followed by the acronym, e.g., the Accrediting Commission for Community and Junior Colleges (ACCJC).

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

A. Mission

1. **The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)[11]**

Possible Sources of Evidence:

- Board policy that states the mission;
- Web page, catalog page, CEO's message, or white paper that explicates the mission;
- Statements of institutional purpose and philosophy that describe the mission, e.g. mission statement, vision statement, institutional values statements;
- And/or other documents that demonstrate the institution is aligned with this Standard.

Review Criteria:

- The institution's mission addresses the institution's educational purpose.
- The mission defines the student population the institution serves.
- The institution's educational purpose is appropriate to an institution of higher learning.
- The mission addresses the types of degrees, credentials, and certificates the institution offers.
- The mission demonstrates the institution's commitment to student learning and student achievement.

For Institutions with a Baccalaureate Degree:[12]

- The baccalaureate degree program aligns with the institutional mission.
- The mission includes baccalaureate degree among the types of degrees and certificates.

Standard I.A.4

The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

Evidence of Meeting the Standard

Foothill College mission statement is reviewed and updated as necessary. Changes to the mission statement were approved by the Board of Trustees on June 17, 2013, February 8, 2016, and May 1, 2017 [I.A-50, I.A-51, I.A-52]. A periodic review of the mission statement is included in the Planning and Resource Council (PaRC) planning calendar and is scheduled to be completed before the next update to the Educational Master Plan [I.A-1].

Since the last accreditation visit in fall 2011, there have been three additional mission statement revisions. In each case, PaRC—representative of broad campus wide contingencies—reviewed proposals and discussed the mission in relationship to changing programs and student demographics.

The review begun in fall 2015 came as a result of broad campus input on educational goals as part of the development of the Educational Master Plan (EMP). The input included qualitative (focus groups and town hall feedback), as well as quantitative data (surveys) on our student populations [I.A.53, I.A-54, I.A-55].

The out-of-cycle review, which added that Foothill College offers a bachelor's degree, was in response to the new Bachelor's Degree program in Dental Hygiene approved by the College Curriculum Committee, PaRC and the Board of Trustees [I.A-15].

The mission statement is included on the College website and in the College catalog, and is printed in prominent places around campus [I.A-56, I.A-57, I.A.53]. According to the employee accreditation survey conducted in spring 2016, most Foothill College employees agree that the mission statement is periodically updated [I.A-41].

Analysis and Evaluation

Foothill College meets the Standard and Eligibility Requirement 6. The mission statement is reviewed periodically in a campus-wide dialogue that is informed by data and the mission statement is widely published. In addition, changes to the College mission statement are approved by the Board of Trustees.

ISER EXAMPLES

Serves as a reference for writing style

Documents can be found in Canvas

FOR CONSIDERATION

- How to use Canvas?
  - Create writers' module?
- How to format evidence?
  - Bullets, narratives, etc.?
- Where should drafts go?