



To: IEC members, EDC and C&I Co-chairs,

From: Kelly Fowler, Michelle Sampat, Allie Frickert, Barbara Mezaki

Because of your work related to the following accreditation standards/themes IEC has been designated the primary contributor for the "Weaving Team" (with recommended member inclusion from EDC and C&I) for:

**Standard IB (Assuring Academic Quality and Institutional Effectiveness)**

- Liaisons: Allie Frickert and Kelly Fowler
- ACCJC ballpark page length: 17
- Tentative expected date for draft and guide to be given to Team: **3-17**
- Tentative date expected back: 4-28 (6 weeks)

The suggested steps for the "weaving" teams are:

**(1) Form a Weaving Team (you'll be "weaving" in evidence and revising a drafted narrative):**

- Create a team for the standard from the membership of your committee (and drawing from EDC and C&I) , taking care to keep the weaving teams small with representation from constituent groups (manager, faculty, classified, student) to ensure inclusion where possible.
- IEC student rep is listed as "vacant" on the AS website. If this is not accurate, and you have a serving student rep, please invite them. Amber Nuno who serves on the Accreditation Steering Committee as a student rep has also offered to serve on this Weaving Team.
  - Her best email: **Amber.nuno88@gmail.com**
- Attend one of the provided 1 hour trainings that will cover the new ACCJC processes and streamlined ISER (Institutional Self Evaluation Report)
  - We have two duplicate 1 hour options provided (virtual) and **it will be helpful if you can attend ONE of them** (please email Laura Martinez to be added to the invite if you can attend and you weren't already notified):
    - **This Friday (March 11) from 10-11am.**
    - **Next Thursday (March 17) from 9-10am**
- We also have an Accreditation Forum coming up on **Friday March 11<sup>th</sup> at 3pm** (Check your email for the all-campus announcement and Zoom link).
- Plan your meeting times and place (on campus or virtual) with mutual consent from the Team.

- ACCJC suggests establishing three primary roles. (The same person may hold multiple roles):
  - **Planner** - facilitates meetings, sets agendas, communicates updates, and is the point of contact for the liaison.
  - **Investigator** - quality control with evidence gathering, formatting, ensuring evidence is recent and relevant, and matching the narrative text to the evidence.
  - **Documenter** - compiles info, supplements and/or revises draft responses to the standards, is the primary editor.
  - **Standards Supporters - (optional)** a specific lead assigned to each sub section of the standard.

**(2) Review documents provided by your liaison:**

- An initial draft outline (which provides a starting point)
- A guide tailored to your assigned standard which includes ACCJC review criteria, suggested sources of evidence, and committees/programs/units that are mapped to each sub-standard

**(3) Gather Evidence:**

- Consider suggested sources of evidence
- Keep in mind that evidence must be very selective rather than comprehensive
  - Your liaisons will help to determine evidence which overlaps with other standards (we will avoid redundancies where possible)
- Work with the mapped committees/programs/units which will serve as Resource Committees for your standard
- Contact your liaison(s) if you need assistance in acquiring data or information
- Evidence storage instructions will be forthcoming

**(4) Edit and Revise the provided outline draft:**

- Edit the draft to reflect the evidence of College practices, procedures, and policies that meet each sub-standard;
- Return the draft, guide and evidence to your liaison(s) by the date indicated.

Please accept our sincere appreciation for the work that you are doing.

On behalf of the Accreditation Steering Committee, we thank you for your participation in accreditation.