Template for Institutional Self-Evaluation Report Analysis of Standards

Heading: Standard X.X Title of Sub-Standard

Sub-Heading: Standard X.X.1 (sub-standard item)

Repeat text of standard.

Sub-Heading: Evidence of Meeting the Standard

"This [name the evidence] document illustrates that the college meets standard XX

to [verbiage of the standard].

"This [name the evidence] document illustrates that the college meets standard XX

to [verbiage from the standard].

Note: In the "Evidence of Meeting the Standard" section for each standard, the evidence

should be the most prominent, and the writing should briefly and coherently explain

what any evidence presented is supposed to be evidence of, and why it was chosen over

other potential sources of information.

Sub-Heading: Analysis and Evaluation

Evaluate all items listed in Evidence of Meeting the Standard. Keep it brief and concise.
Note whether we meet the standard.

Sub-Heading: Accomplishments and Outcomes

Highlight what we do really well, but again, keep it brief.

Sub-Heading: Standard X.X.2 (sub-standard item)

> **Sub-Heading: Evidence of Meeting the Standard**
>
> **Sub-Heading: Analysis and Evaluation**
>
> **Sub-Heading: Accomplishments and Outcomes**

Heading: Conclusion

> Provide a summary for the main sub-standard in one conclusion that follows all of the sub-standard items. Place the self-improvement plan in this conclusion if applicable. Limit the conclusion to half a page.

Heading: List of Evidence

> Provide an appendix list of each item of Evidence mentioned in the sub-standard analysis.
>
> ACCJC has instructed institutions to compile evidence on a USB flash drive and submit these drives to ACCJC and the visiting team. We will not submit links to live documents.
>
> Protocol for naming evidence files and folders:
>
> 1. File names should be 27 characters in length or less
>
> 2. Folder names should be four words in length
>
> 3. Abbreviations for file names will follow a standard format:
>
>   Sub-standard Number + Letter + Number (listed in sequential order of evidence document as it appears in the analysis) + Short title of document
>
>   **Example of File Names:**
>
>   III.B.1.FacilitiesMasterPlan   Acceptable – 27 characters
>
>   ~~III.B.2_MeasureG_FundingFutureProjects~~   Too long – 38 characters