

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, in the order in which it appears in the narrative.

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. **All documents must be in PDF format.**

Protocol for naming evidence files and folders:

1. File names should be 27 characters in length or less **when possible**
2. Folder names should be **8 characters** in length or less
3. **Abbreviations for file names will follow a standard format:**

Standard section number and letter (e.g., 1A for Mission, 2A for Instructional Programs, etc.) + standard number _ Short title of document

Example of File Names:

1A1_Title_of_document

2B4_CSULB_agrmt

3B1_FacilitiesMP