

# ISER Team Structure: Five Teams



## **Team Members**

Identify/document evidence, engage in Standard discussions

## **Team Leads**

Coordinate/facilitate team, consider action plans, draft Standard response

## **Lead Writers**

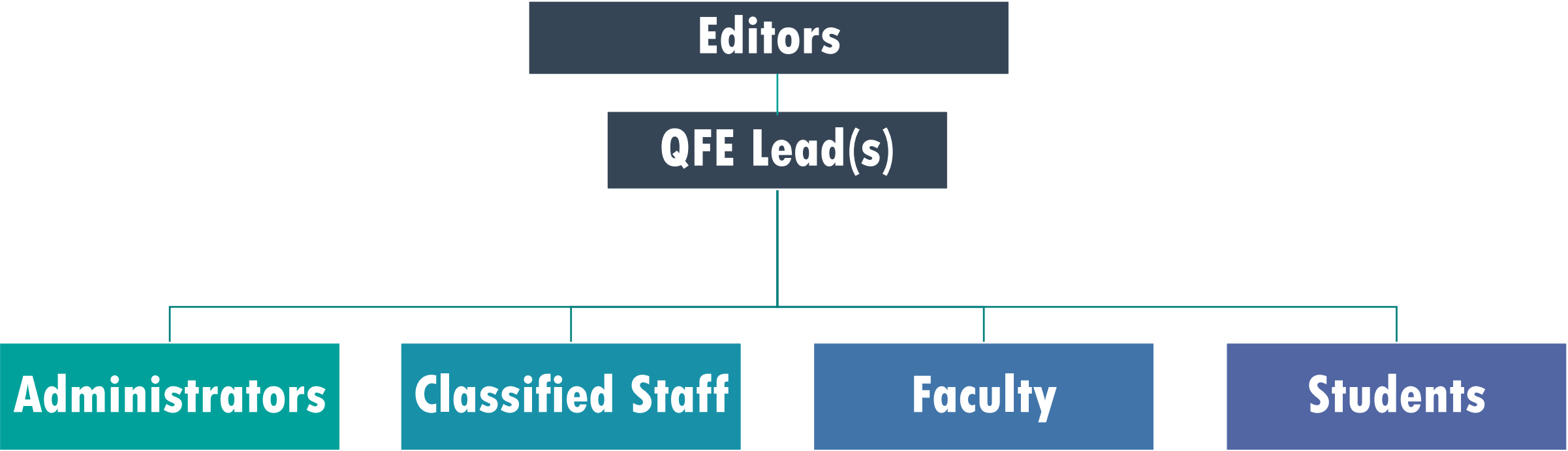
Write one Standard section using drafts and notes from each team

## **Editors**

Establishes one unified narrative, creates other required content

**ISER Standards +  
Quality Focused Essay**

# ISER Team 5: Quality Focused Essay



### College Community

Includes Admin, Classified, Faculty (FT/PT), and Students who identify improvement areas for student learning and achievement

### QFE Lead(s)

Admin/Faculty Leads who facilitate meeting to identify the QFE(s) and draft (write) this section

### Editors

Collaborate with the QFE Lead(s) to revise the written narrative to fit the context, format, tone of ISER

# ISER Team Roles & Responsibilities



## Team Members

Open participation from admin, classified, faculty, students

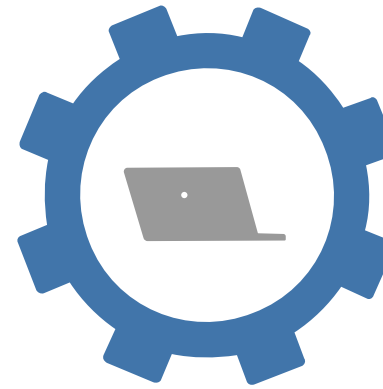
- 1 Attend Team meetings (bi-weekly but based on each team's discretion)
- 2 Identify evidence demonstrating Standard's sub-standards
- 3 Describe how evidence demonstrates the Standard
- 4 Spring 2022 to Fall 2022  
60 to 90-min bi-weekly meetings  
PGA eligible



## Team Leads

Admin & Faculty co-leads  
Co-leads for all 5 teams

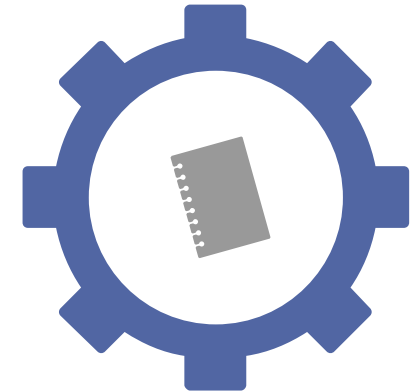
- 1 Plan and facilitate Team meetings
- 2 Support evidence gathering and review process
- 3 Draft Standard section (initial rough draft w/bullets)
- 4 Spring 2022 to Winter 2023  
Mtg planning, check-ins w/writers & editors (30 to 60-min weekly) + Team meetings  
PGA eligible



## Lead Writers

Faculty role for each Standard Team

- 1 Draft and format per ISER template requirements
- 2 Write one Standard section
- 3 Coordinate evidence documentation w/Team Leads
- 4 Fall 2022 to Winter 2023  
Check-ins w/editors  
Compensation TBD



## Editors

Marketing Supervisor & ALO

- 1 Ensure production of ISER document inc. catalog requirements
- 2 Write introduction, achievement data, report organization, org info sections
- 3 Organize Standards and QFE sections from Lead Writers
- 4 Spring 2022 to Fall 2023

# ISER Team Roles and Expectations

## Team Members

- Attend mtgs (~2x/month)
- Identify evidence for Standards
- Document evidence for Standards
- Eligible for PGA
- 20 hrs (est.)
- Jun-Dec 2022
- Spring 2022: Members identified

## Team Leads


- Prep mtgs (~2x/month)
- Bi-wkly mtgs w/ALO
- Monitor members' submissions
- Communicate w/writers
- Organize evidence
- Drafting framework for Standard
- Eligible for PGA
- 40 hrs (est.)
- May 2022-Jan 2023
- May 2022: Leads identified

## Lead Writers


- Write one (1) Standard section narrative following template
- Attend team mtgs
- Communicate w/leads
- Bi-wkly mtgs w/editors
- Compensation in fall and winter
- 80-100 hrs (est.)
- Oct 2022-Mar 2023
- June 2022: Writers identified

\*Hours est. include April 29 and May 20 working meetings from 9 am-noon.  
Application process for Lead Writers to begin in May 2022.


# ISER Lead Writers




**Assigned to a Standard**  
**Coordinate w/Team Leads & Editors**  
**Write from Team notes and draft**  
**Format writing to ISER template**




**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 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 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)**



**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)**



**Posting in April 2022**  
**Fill positions mid-May 2022**  
**Mtg in June (1); most work will be**  
**November to April (inc. check-ins)**  
**Compensation TBD**

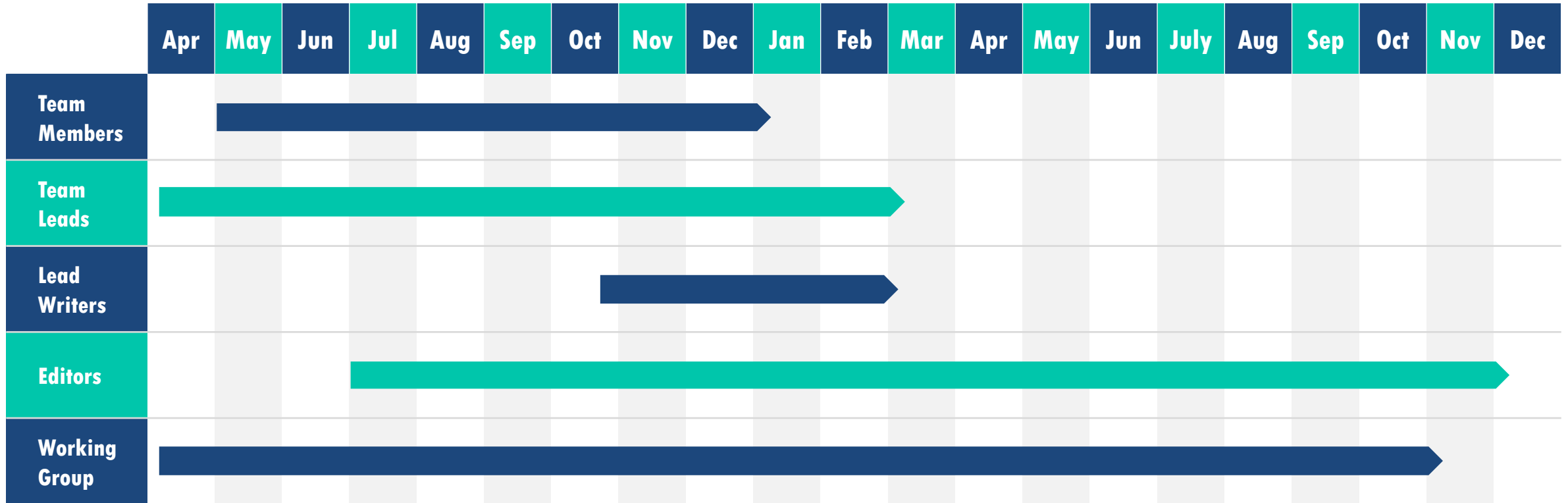
# ISER Team Leads

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



# ISER Team Roles Timeline

Each role's timeline reflects when the majority of responsibilities is projected to occur



**Key Dates through ISER submission**

**May 2022: ISER retreats/working meetings**

**May/June 2023 and Spr 2023: ISER feedback period**

**Oct 2023: ISER revisions completed**

**Nov 2023: Board approval**

**Dec 2023: ISER submission**

**Notes: Working Group resume meetings in Winter 2024**

**Core Inquiries Report received in Spring 2024**

**Response to Core Inquiries due Sept 2024**

**Peer Team Visit in Oct 2024**