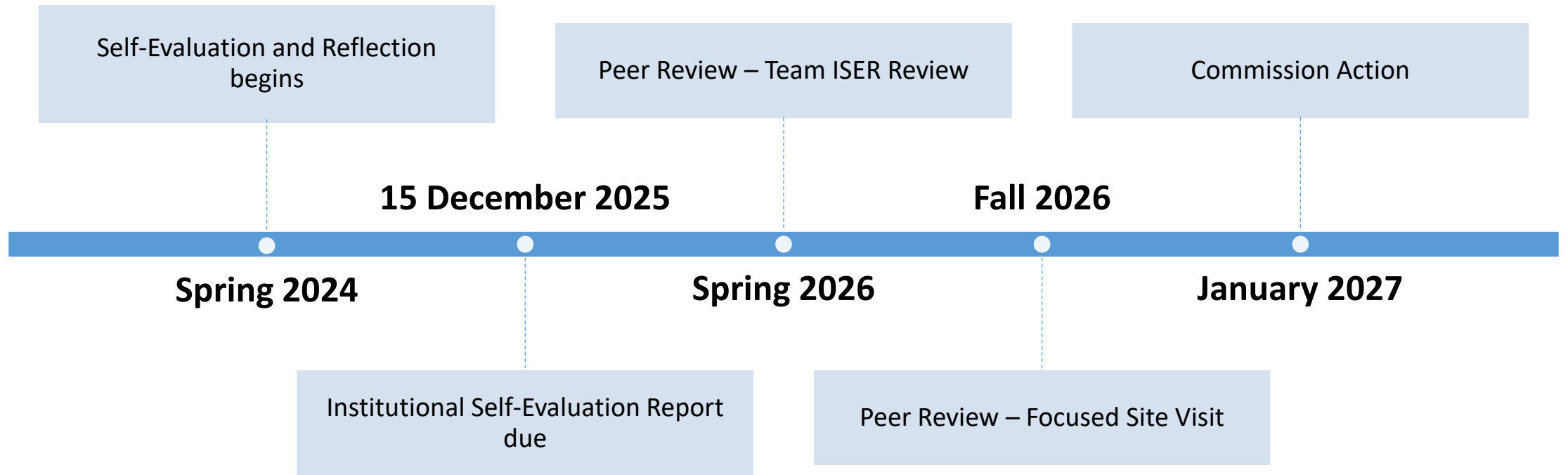


# ISER Structure & Roles

Accreditation Oversight Committee

March 13, 2024

# Timeline Overview



*ACCJC assistance & support throughout the process*

## ISER Timeline - Overview

Spring	2024	Assemble ISER teams <b>ISER Workshop 3/12 @ 9am</b> AOC Gap analysis ISER teams prepare and collect evidence
Fall	2024	Fall Kick-off ISER teams prepare draft Standards reports
Spring	2025	Accreditation co-chairs review draft reports & share with ISER teams, AOC members, & relevant committees ISER teams fine-tune Standards reports based on feedback
Fall	2025	Circulate draft for collegewide review BoT reviews/accepts ISER (November) <b>ISER due 12/15</b>
Spring	2026	ACCJC team reviews ISER Peer review team provides Core Inquiries (March) College responds to ACCJC core inquiries
<b>Fall</b>	<b>2026</b>	<b>Focused site visit</b>
Spring	2027	ACCJC issues determination
13-Jan-24		

# Evolving Expectations for Institutional Self-Evaluation Reports

## **New ISER Template (embedded instructions for each section)**

Major Sections in the Self-Evaluation Report	Suggested Length
Forward to the Institutional Self-Evaluation	1 page
A. Introduction: Institutional Context	2-5 pages
B. Institutional Self-Evaluation of Alignment with the Accreditation Standards	60-70 pages
C. Required Documentation	(no narratives)
D. Appendices: 1 – Verification of Catalog Requirements 2 – Organizational Information 3 – Additional Approved Locations (if applicable)	(no narratives)

# ISER Team Structure: Four Teams



## **Team Members**

Identify/document evidence, engage in Standard discussions

## **Team Leads**

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

## **Lead Writers**

Selected from among Team Leads. Write one Standard section using drafts and notes from each team

## **Editors**

Establishes one unified narrative, creates other required content

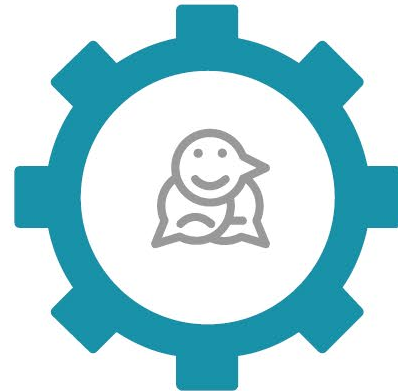
# ISER Team Roles & Responsibilities



## Team Members

Open participation from admin, classified, faculty, students

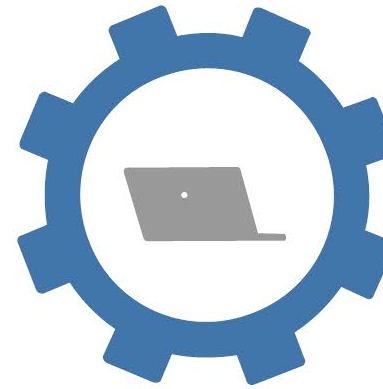
- 1 Attend Team meetings (bi-weekly but based on each team's discretion)
- 2 Identify evidence demonstrating Standard's sub-standards
- 3 Describe how evidence demonstrates the Standard
- 4 Identify areas of improvement
- 5 Spring 2024 to Fall 2024  
60 to 90-min bi-weekly meetings



## Team Leads

Admin, Classified, & Faculty co-leads for all teams

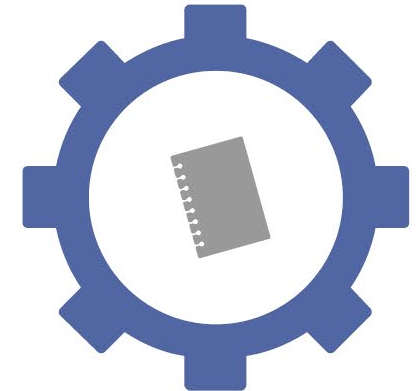
- 1 Plan and facilitate team meetings
- 2 Support evidence gathering and review process
- 3 Draft Standard section (initial rough draft w/bullets)
- 4 Spring 2024 to Spring 2025  
Mtg planning, check-ins with editors (30 to 60-min bi-weekly) + Team meetings



## Lead Writers

Selected from among Team Leads

- 1 Draft and format per ISER template requirements
- 2 Write one Standard section
- 3 Coordinate evidence documentation
- 4 Fall 2024 to Spring 2025  
Check-ins w/editors



## Editors

Faculty Coordinator & ALO

- 1 Ensure production of ISER document inc. catalog requirements
- 2 Write introduction, achievement data, report organization, org info sections
- 3 Organize Standards from Lead Writers
- 4 Spring 2024 to Fall 2025

# ISER Team Roles and Expectations

## Team Members

- Attend mtgs (~2x/month)
- Identify evidence for Standards
- Document evidence for Standards
- Identify areas of improvement
- 20 hrs (est.)
- Spring 2024 -Fall 2024
- Spring 2024: Members identified

## Team Leads

- Prep mtgs (~2x/month)
- Bi-wkly mtgs w/ALO
- Monitor members' submissions
- Organize evidence
- Drafting framework for Standard
- Eligible for PGA
- 40 hrs (est.)
- Spring 2024-Spring 2025
- Spring 2024: Leads identified

## Lead Writers

- Write one (1) Standard section narrative following template
- Communicate w/leads
- Bi-wkly mtgs w/editors
- 60-80 hrs (est.)
- Fall 2025-Summer 2025
- June 2022: Writers identified

**Compensation...for Whom?**



# Compensation, CAN Faculty Co-Chair

	<b>Spring 2024</b>	<b>Fall 2024</b>	<b>Spring 2025</b>	<b>Fall 2025</b>
<b>Hours</b>	7.5/week	15/week	15/week	15/week
<b>Compensation</b>	Full-time 0.20 reassignment, Part-time paid hourly (non-instructional load rate)	Full-time 0.40 reassignment, Part-time paid hourly (non-instructional load rate)	Full-time 0.40 reassignment, Part-time paid hourly (non-instructional load rate)	Full-time 0.40 reassignment, Part-time paid hourly (non-instructional load rate)
<b>Term</b>	2 years, (Spring 2024-Fall 2025)			