

Accreditation: Evidence Quick Guide

The standards are now in draft form followed by a list of evidence. The evidence has been numbered at the end of the standard or sub-standard and those numbers have been cited appropriately in the narrative.

You will be responsible for completing the following:

- Editing the name of the evidence as needed in the evidence list
 - Collecting the evidence
 - Saving the evidence as a pdf
 - Naming the pdf
 - Filing the pdf in the evidence folder for that standard
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Detailed Directions for editing, collecting, saving, naming and filing the evidence

1. **Locate the appropriate standard folder** in the 2014 Self Study—Group drive. In the standard folder find and open the folder named *Draft Standard Ready for Evidence Review*. In this folder is the document you will be using for the evidence work detailed below. The evidence is listed at the end of the standard or sub-standards.
2. **Naming the Evidence for the Document List.** Review the names of the evidence listed at the end of the standard, make sure the names of the evidence are correct and complete. Edit the evidence list if necessary. **(MAKE SURE TRACK CHANGES IS ON)**

EXAMPLE: How to number your evidence

- I.B. 1 Title of Document
- I.B.2 Title of Document
- I.B.3 Title of Document

OR for larger standards

- II.A.1.1 Title of Document
- II.A.1.2 Title of Document
- II.A.1.3 Title of Document

- II.A.2.1 Title of Document
- II.A.2.2 Title of Document
- II.A.2.3 Title of Document

****The larger Standard's evidence will be saved and stored by substandard, example above.***

EXAMPLES: How to name your evidence in the list

THE FOLLOWING ARE NOT CORRECT (needed edits noted)

- IV.A.1 SLOA website, CPAS (need to include the url for the SLOA website and also spell out the acronyms)
- IV.A.2 V drive and documents (refer to the narrative to clarify what is being sought and rename.)
- IV.A.3 IPPR document (include the complete name (San Luis Obispo County Community College District Institutional Program Planning and Review Document 2013-2014)
- IV.A.4 SLOCCCD Participatory Governance: Decision-Making and Committee Handbook
- IV.A.5 Professional Development Offerings for classified staff, management staff, and faculty, 2010-2014

The list of evidence at the end of your standard should look like this:

Evidence for Recommendation 2. Planning and Assessment

Evidence R2.1. San Luis Obispo County Community College District Integrated Planning Manual 2012

Evidence R2.2. Calendar of tasks from the San Luis Obispo County Community College District Integrated Planning Manual 2012-2013

Evidence R2.3. San Luis Obispo County Community College District Show Cause Report 2012

Evidence R2.4. 2001 Integrated Planning Model

Example above is from the 2013 Follow-up Report; link:

http://www.cuesta.edu/aboutcc/documents/accreditation/plans/2013_SLOCCCD_Followup_Report.pdf

3. **Collecting & Naming Files for Evidence.** Compare the list of evidence with the evidence saved in the “Evidence” folder (G-Drive: Standard folder). Find all missing evidence and save in the *Evidence Folder* located in your standard folder.

When saving the evidence as a pdf, use a simple naming convention, such as IVA_4_governance_handbook and IVA_5_prof_develop_2010_2014. Save evidence in the evidence folder for your standard.

Some of the evidence has already been collected and saved in an evidence folder or folders within the standard folders. Ex: Group Drive/2014_Self_Study/Standard 1A/Standard IA Evidence. Continue to collect evidence in the evidence folder for your standard.