ACCJC Accreditation Evidence Guidelines

The ACCJC "*Guide to Evaluating Institutions*" states the following:

- Institutions may find good evidence in a number of sources, including (*but not limited to*)
    - institutional data bases;
    - documents such as faculty handbooks, catalogues, student handbooks,
    - policy statements,
    - program review documents,
    - planning documents,
    - minutes of important meetings,
    - syllabi,
    - course outlines,
    - institutional fact books;
    - from survey results;
    - from assessments of student work on examinations, class assignments, capstone projects, etc;
    - from faculty grading rubrics and analyses of student learning outcomes;
    - and from special institutional research reports.
- For evidence to be useful, it must have undergone analysis and reflection by the college community.
- Good evidence, then, is obviously related to the questions the college has investigated and it can be replicated, making it reliable.
- Good evidence is representative of what is, not just an isolated case, and it is information upon which an institution can take action to improve.
- **It is, in short, relevant, verifiable, representative, and actionable**

http://www.accjc.org/pdf/Guide%20to%20Evaluating%20Institutions%20August%202009.pdf

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MSJC Evidence Collection and Submission Procedures

Each standard (or substandard) is responsible for compiling and submitting the evidence that supports their claims in the following manner:

- Evidence should be in electronic format whenever possible
- Committees should keep a list of all evidence on the Evidence Collection Inventory document (see attached example)
    - Evidence should be clearly numbered
    - Evidence should be clearly named
        - Consistency is key – when referring to evidence in your writing templates please use either the name, number, or both
    - When saving a file please use the following naming convention:
        - Standard Name
        - Item Number
        - Item Name
        - For example: IIIB.2.2006FactBook (this corresponds to Item #2 on the attached evidence collection list)
- Evidence is submitted to Kristen Grimes in the President's Office - SJC (kgrimes@msjc.edu) as soon as possible but no later than [Date TBD]
- Evidence Collection Inventory should be submitted with the writing templates to Rebecca Teague
- Evidence can be submitted via email, flash drive, CD/DVD-Rom, inter-office mail, or hard copy delivery