Writing the ISER

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WORKSHOP OUTCOMES

During this workshop, attendees should:

- Demonstrate an increased understanding of the process for writing the ISER,

- Be able to briefly describe the writing requirements of their individual teams,

- Evaluate effective strategies for writing.

Compton College 2024 ISER Timeline

Date	Institutional Self-Evaluation Report (ISER) Milestone
June 2024	ACCJC Meeting on Compton College Accreditation Status
March/April 2024	External Evaluation Focused Site Visit
October 2023	External Evaluation Team ISER Review
August 1, 2023	ISER Submission to the ACCJC
July 2023	Final Draft ISER Sent to CCCD Board of Trustees for Second Read and Approval Signature Page Completed
June 2023	Final Draft ISER Submitted to CCCD Board of Trustees for First Read
May 2023	Feedback from Constituent Groups Integrated Final Draft ISER Sent to Constituent Groups for Second Read: • Academic Senate • Classified Union • Consultative Council • Associated Student Body

Compton College 2024 ISER Timeline

April 2023	Accreditation Steering Committee Reviews Final Draft for Approval Open House: ISER Final Draft Available for Public Commentary Final Draft ISER Sent to Constituent Groups for First Read and Additional Feedback: • Academic Senate • Classified Union • Consultative Council • Associated Student Body
March 2023	Final Editing and Evidence Linking Document Publication
February 2023	Third Draft of Writing Due for all Standards Accreditation Steering Committee Reviews Third Draft
November 2022	Feedback from Second Draft given to Writing Teams
October 2022	Second Draft of Writing Due for all Standards Accreditation Steering Committee Reviews Second Draft

Compton College 2024 ISER Timeline – Spring 2022

Summer 2022	Feedback from First drafts to Writing Teams
June 2022	First Draft of Writing Due for all Standards Accreditation Steering Committee Reviews First Draft
April 2022	Writing of the ISER Begins
March 2022	Compton College Training on Writing
January 2022	First Round of Evidence Due in Sharepoint Folders

Compton College Accreditation Update

Breakout- Review Evidence

1. What standard are you ready to write to?

2. What is still missing?

3. What is the plan to get the evidence?

STEPS FOR WRITING OUR ISER

Step 1 Review Standard

Re-read the Standard.

Look for subjects and verbs.

What exactly is the Standard saying?

Step 2 Look for help

Examine the 2020 Compton Midterm Report.

Examine another school's ISER.

Step 3 Review Evidence

Review our SharePoint folders.

Do we have all the evidence we need?

Step 4 Write the story

Write the narrative.

Use the evidence numbering system provided.

STEP 1 – REVIEW THE STANDARD

- Dissect the Standard. *We must respond to ALL parts of the Standard.*

- **III.B.1.** The institution assures **safe and sufficient physical resources** at all locations where it offers **courses, programs, and learning support services**. They are constructed and maintained to assure **access, safety, security, and a healthful learning and working environment.**

STEP 2 – INVESTIGATING HISTORICAL ISERS

- What is our story SINCE the 2017 Compton College ISER and the 2021 Midterm Report?

- It's different for Compton College this time: we are writing to *maintain accreditation* not to *achieve accreditation*.

- Can we simply find the updated evidence and repeat the same story?

- Where is the story different? What's changed? What process or procedure did the College create to change or improve upon the narrative?

STEP 3 – REVIEWING EVIDENCE

- Quality evidence is a top priority for our ISER.

- All claims must have evidence as proof of fact.

- **Ex:** IV.B.1. The institutional chief executive officer (CEO) has primary responsibility for the *quality of the institution*. The CEO provides effective leadership in *planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.*

- We must have evidence to prove EACH section in the list.
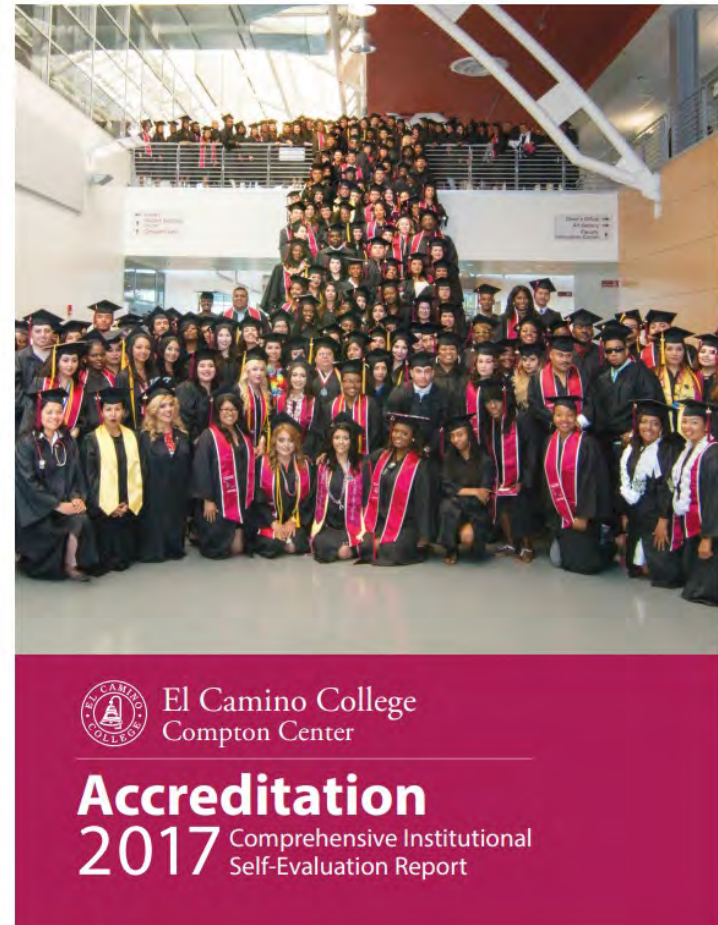
EXAMPLE EVIDENCE – IV.B.1

- Board Policy on the President's responsibilities.

- The President's Job description.

- Planning: Technology Committee and Facilities Committee minutes that show the planning for the upgrades in Wifi and the renovations/repairs to the Voc Tech building.

- Organizing: Compton College Pandemic Committee minutes that show organizing of COVID protocols and communications. The COVID email updates from Dr. Curry.

- Hiring: Senate minutes accepting Faculty Prioritization Committee recommendations. The hiring of the VPAA, the Dean of Student Success and other positions (job postings).

- Institutional Effectiveness: Compton College OIE and Senate minutes discussing completion data.

STEP 4 – WRITING OUR STORY

- Each standard must present the evidence that proves our College meets the Standard.

- Writing for the ISER is technical writing. That means we will present the evidence and walk away. Think of this as your writing team's "mic drop."

- Do not analyze how we meet the Standard or give personal commentary about College politics or culture. The evidence will stand by itself.

BREAKOUT ACTIVITY

- In your team breakout rooms, **please read and review YOUR Standard in the 2017 Compton College ISER** and the **Midterm Report.**
    - What part of the story can we "keep?"
    - What part of the story has changed?
- Choose **your Standard in another college's ISER** to read and review.
    - What do you notice about another school's answer to your Standard?
- Consider **a plan for how the team members will write the narrative** for the standard.
    - Who is writing what Standard?
    - Can any of your evidence go into a table/graph?

El Camino College
Compton Center

Accreditation
2017 Comprehensive Institutional
Self-Evaluation Report

Compton College Accreditation Update

SO, HOW DO WE WRITE THE STANDARDS?

- Remember: each Standard is a writing prompt.

- Just write simple facts and use your evidence to guide you.

- **BEGINNING:** write a one or two sentence introduction to the prompt.

- **MIDDLE:** write clear sentences that present the evidence.

- **END:** write a one or two sentence conclusion to the prompt.

A good Standard will have:

Introductory Sentence **+** A few bullet points supported by evidence **+** Concluding Sentence
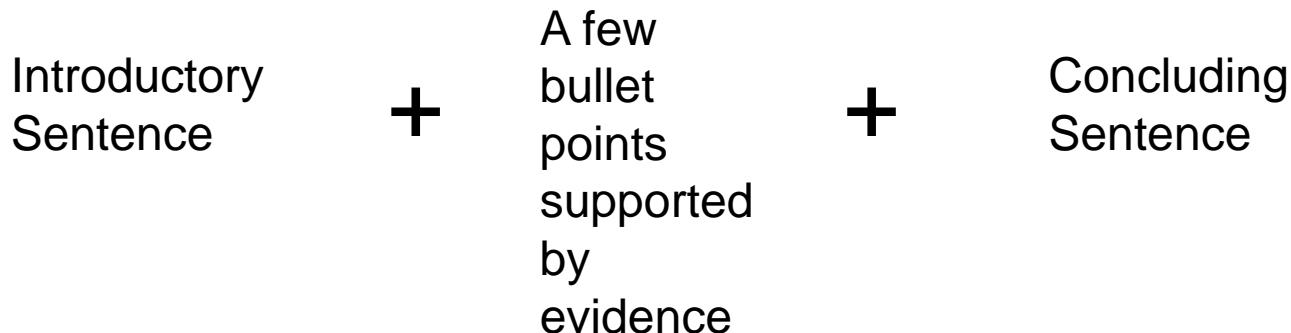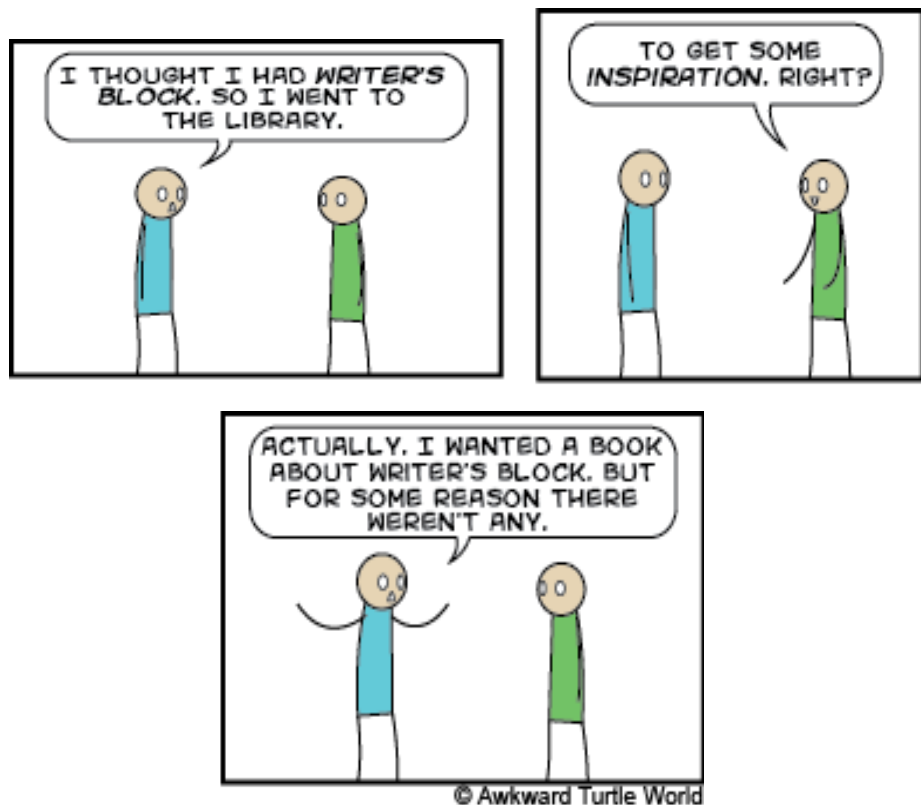
WRITING TEMPLATES

- Found in your respective SharePoint Narrative folders.

- I changed these today to reflect the ISER format:
  - Evidence of Meeting the Standard
  - Analysis and Evaluation

WHAT IF WE GET WRITER'S BLOCK?

Break up the writing into parts:

1. Create **a bullet point list** of facts/evidence.
2. Write those bullet points into **sentences.**
3. Go back and write a **short introduction.**
4. Write a **short conclusion** that summarizes the response to the Standard.

ACCJC PAGE NUMBER GUIDES

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity	
A. Mission (4 Standards)	6
B. Assuring Academic Quality and Institutional Effectiveness (9 Standards)	17
C. Institutional Integrity (14 Standards)	10
Standard II: Student Learning Programs and Support Services	
A. Instructional Programs (16 Standards)	17
B. Library and Learning Support Services (4 Standards)	6
C. Student Support Services (8 Standards)	10
Standard III: Resources	
A. Human Resources (15 Standards)	10
B. Physical Resources (4 Standards)	6
C. Technology Resources (5 Standards)	7
D. Financial Resources (16 Standards)	16
Standard IV: Leadership and Governance	
A. Decision-Making Roles and Processes (7 Standards)	10
B. Chief Executive Officer (6 Standards)	5
C. Governing Board (13 Standards)	10
D. Multi-College Districts or Systems (7 Standards)	10
Total pages for Analysis of Standards	140

HOW DO WE CITE EVIDENCE?

Use the document title, with dates or page numbers, where applicable (see below):

- Evidence Formatting (in-text): When formatting your evidence numerically, please be concise and number it in this fashion:
- Standard number (in Roman Numerals), dot, Standard letter, dot, evidence number = I.A.1, I.A.2, I.B.1, I.B.2, and so on.

In listing the evidence at the end of your narrative, please do so in this fashion:

- I.A.1   Compton College Mission Statement
- I.A.2   2021-2022 College Catalog, Pg. 56
- I.B.1   Annual Planning Summit Outcomes – April 15, 2021
- I.B.2   CCCD and Compton College Overarching Priorities

A full document with these directions can be found in the ISER Prep SharePoint folder.

CAN WE USE GRAPHS?

Absolutely – especially if it helps illustrate that the College meets the Standard.

*No 3D graphs, please.

Chart Title
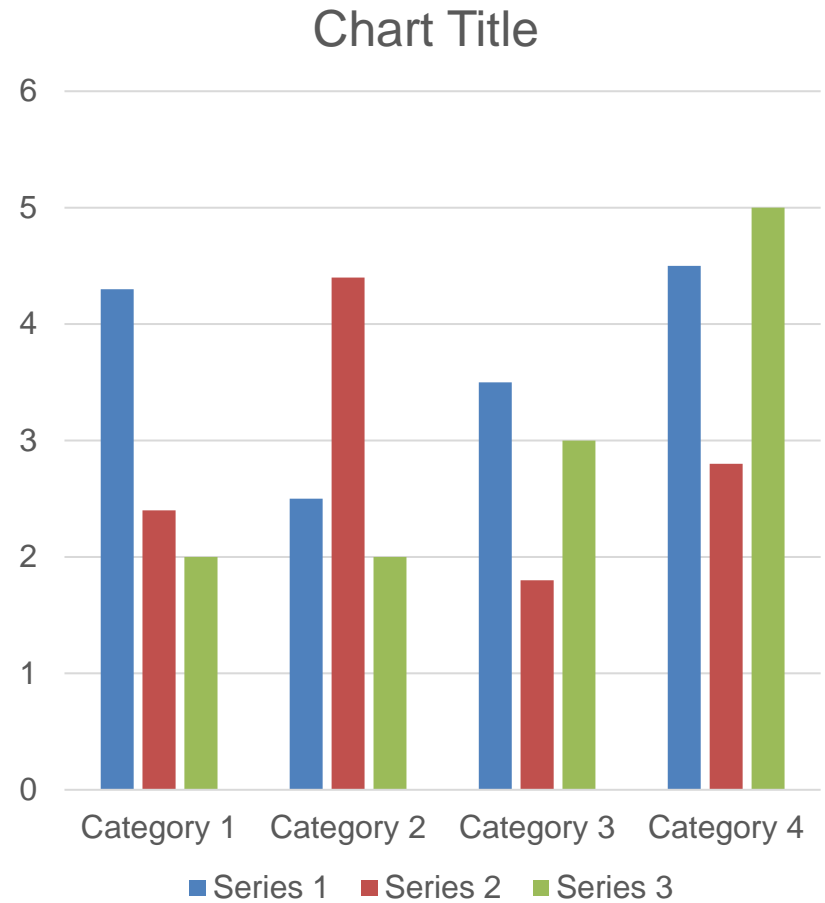
ACCJC STYLE GUIDE

- **Times New Roman. 12 pt. Left Justified.**

- **Use circle bullets.**

- **Spell out numbers one through ten. A number that begins a sentence should be spelled out. Credit hours should be numerals.**

- **Use the Oxford comma.**

- **Be accurate. Be specific. Avoid Jargon.**

- **Spell out acronyms; then, place the abbreviation in parenthesis: Strategic Master Plan (SMP).**

- **Use "The College" – not "we." Do not name specific people; use titles.**

- **Use Active Voice.**

   A complete ACCJC ISER Style Guide appears in the ISER Prep Folder in SharePoint.

Compton College Accreditation Update

WHAT ABOUT GAPS?

What do we mean by "Gap"?

- Gaps are issues that might need to be addressed to support the standard.

- A gap can be "big" or "small."

- A **small gap** that has been noticed is that the non-resident tuition has not been updated in the catalog or on the website.

- A **large gap** might be that mission statement needs to be reviewed.

- Large gaps might demonstrate a need for an actionable improvement plan.

WHERE DO WE SUBMIT DRAFTS?

Please upload your rough drafts to your SharePoint folders.

Please also send an email to the ALO and Accreditation Faculty Coordinator to let them know your rough draft is ready for initial review.

ROUGH DRAFT DUE DATES

- Please submit the first draft of your Standard's narrative by the respective due dates:
  - Standards 1 & 2: May 4, 2022
  - Standards 3 &4: June 1, 2022

- If you are feeling "stuck," please reach out to Amber ASAP.

- Also, the ISER Prep folder in SharePoint hold many helpful documents/resources.

Compton College Accreditation Update

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Writing the ISER Survey

QUESTIONS?

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