



## Self-Evaluation Writing Group Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Division/Department: \_\_\_\_\_

☐ Classified      ☐ Faculty      ☐ Student      ☐ Management

Check the Standard(s) that best relates to your area of expertise:

☐ Institutional Mission & Effectiveness      ☐ Student Learning Programs & Services

☐ Resources      ☐ Leadership & Governance

### Standard 1: Institutional Mission & Effectiveness

Standard 1 is comprised of two parts: the mission itself and the process of improving institutional effectiveness. Groups that examine this standard will look to see that the mission is central to PCC's processes of planning, decision making, and resource allocation. Participants in Standard 1 will also examine how PCC demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning.

### Standards 2: Student Learning Programs & Services

This Standard requires that PCC delivers high-quality instructional programs, student support services, and library and learning support services, whenever and however they are offered. Standard 2 examines how PCC provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all students. Standard 2 examines Instructional programs, Student Support Services, and Library & Learning Support Services.

### Standard 3: Resources

Standard 3 examines how PCC effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Standard 4: Leadership & Governance

This Standard assesses how PCC recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. This Standard has two key areas: Decision-Making - Roles & Processes and Board & Administrative Organization.

## Accreditation Committee Functions

1. In accordance with Pasadena City College Policy 2120: Process for Institutional Accreditation, the Priorities and Planning Committee will serve as the **Accreditation Steering Committee (ASC)**. The primary purpose of the ASC is to guide and supervise accreditation activities and the co-chairs are the Accreditation Liaison Officer and Self-Study Coordinator.
2. There are four **Standards Committees** to represent each Standard defined by the ACCJC. Each Standards Committee is in charge of creating and overseeing the necessary writing groups. The Standards Committee membership will participate in and guide the writing groups and receive, review, and edit the submitted drafts.
3. Each Standard has sub-sections and **writing groups** will be formed to make the writing of the Self-Evaluation more manageable. **Each writing group will, when needed, assist the Standards Committees to draft the section of the Self-Evaluation relevant to their Standard.**

## The Application and Selection Process

1. The Planning and Priorities Committee is assisting the Standards Committee Co-Chairs in seeking applications for individuals who wish to serve on a Writing Groups.
2. Upon submission of your application, your name will be submitted to a pool of participants that the Standards Committee Co-Chairs may draw from if/when needed.

To apply, fill out the Application for Participation on a Self-Evaluation Writing Group and submit it to Beverly Tillman in the Office of Institutional Effectiveness in C221 or via e-mail to [bwtilman@pasadena.edu](mailto:bwtilman@pasadena.edu).

Deadline to apply to a Writing Group is Tuesday, October 1, 2013 at 4:00pm.