



Self-Study Instructions for Analyzing Evidence and Assessing Chabot's Performance

- Step 1:** **Review** the specific standard section to be analyzed.
- Step 2:** **Planning and Gathering Evidence:** Read and review the suggested questions identified from the Guide to Evaluating Institutions about the evidence needed to make a strong case.
- Carefully review the evidence several times before drawing conclusions or making judgments. Evidence may take the form of **plans, publications, minutes, program reviews, interviews, survey results or any other materials related to the standard**. All sources must be listed in this standard template (see next page). If you need assistance obtaining certain sources, first check **the Document Repository** (will be established shortly) to see what is already in the collection. Next ask your Administrative Resource person (i.e. Ron Taylor) or chair (i.e. Carolyn Arnold) for assistance in finding a particular document. If you have a hard or electronic copy of a document that is not already in the Repository please forward it to Danielle Campi.
- Step 3:** **Descriptive Narrative:** Draft a brief one or two paragraph description of what the College is doing to address the standard and its related questions focusing on the facts.
- Step 4:** **Self Evaluation:** Provide a rating of how well the College is addressing the specific standard (see below for scoring rubric). Draft a one or two paragraph **explanation** for this rating based upon your assessment of the College's activities in relation to the standard.
- Step 5:** **Planning Agenda:** Conclude with comments and suggestions relative to the College's response to the standard. Based upon your evaluation what does the college need to change/do to make improvements? Please limit your suggestion for improvements to two responses. These will be analyzed, compiled and categorized by the Self-Study Team.

Scoring Rubric

Good	The College meets or exceeds the standard.
Satisfactory	College meets most of the questions proposed by this standard. Areas of improvements are isolated or minor.
Needs Improvement	The College needs to make improvements to major process/policies/practices in order to satisfy the requirements of this standard.

Writing Template

Team Members:

Step 1: Review the Specific Standard Section

Standard 1.A.1: The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.

Step 2: Planning and Gathering Evidence

Read and Review Self-Study Questions

Suggested questions from the Guide to Evaluating Institutions to help you think about how best to address the standard:

- Have discussions been held among key constituents regarding the relevance of the mission statement to student learning?
- What statements about student learning are included in the mission statement? How do these statements make explicit the purposes of the institution?
- How does the institution know that it is addressing the needs of its student population?

List the sources you have gathered to assess Chabot's performance and mark the appropriate status box.

Reference	It's posted	I have it but it's not posted	Don't have it/Need help

Step 3: Descriptive Narrative: Briefly describe how Chabot is addressing this standard

Step 4: Self Evaluation: Provide rating of how well Chabot meets the standard. Provide written explanation of why you gave that rating.

My rating (see page 1) is: _____

The reason I gave this rating is:

Step 5: Planning Agenda: Conclude with comments and suggestions relative to the College's response to the standard.

1.

2.