**Background/Context**

The Accreditation Steering Committee (ASC) has mapped the 2014 ACCJC accreditation standards to committees and offices to ensure the integration of the workaround accreditation. In order to help integrate the standards in a meaningful and tangible way, the ASC would like your committee, workgroup, or office to examine the standards included here and determine what work needs to be done to meet each of the standards. This work needs to be addressed in our 2022 Institutional Self Evaluation Report (ISER) which must be completed by Fall 2021.

**Adding Language to Committee Charge**

The ASC is asking that all committees add standard language to their charge that signifies that they are examining the relevant ACCJC standards and that integrating work on the standards into their regular responsibilities. please add the following language to your charge when you evaluate the committee’s charge in the 2019-2020 academic year:

* Reviewing, documenting, and reporting on accreditation standards linked to the committee’s charge

**2014 ACCJC Standards from the ASC**

ASC is requesting that your committee/office review the standard(s) that is (are) attached to this document and answer the following. If you have received multiple standards, please organize your responses by including the standard letter and numbers (For example, Standard 1.A.1) that were included with the standard.

|  |
| --- |
| 1. The following standards have been assigned to your committee, workgroup, or office.**III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.** |

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| --- |
| 2a. Is it reasonable that the standard is linked to your committee, workgroup, or office? Please note that standards are often assigned to multiple committees. Yes. |

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| --- |
| 2b. If it’s not reasonable, which committee, workgroup, or office would you recommend it be linked to?N/A |

3. If you agree the standard is appropriate for your committee/office, please answer the following:

|  |
| --- |
| 3a. Has there been information that has already been gathered by your committee/office? As you gather evidence, please label and send attachments of evidence to Tim Druley (tdruley@laspositascollege.edu). Use the labeling instructions described on the last page. Not quite there, yet -- we have only brainstormed where we might find the information, but have not yet gathered the specific documents and sent it to Tim. Below is what we brainstormed during our Tech Committee Meeting. |

|  |
| --- |
| 3b. What information still needs to be gathered by your committee/office to address this standard?Exists Now* 1. [TCC Meeting Minutes](http://www.clpccd.org/ipbm/TechCoordCommHome.php)
	2. [LPC Technology Minutes](http://www.laspositascollege.edu/gv/technology/agenda.php)
	3. Board Reports
	4. [Technology Plans (LPC, District, & DE)](http://www.clpccd.org/tech/TechnologyPlans.php)
	5. [District Budget Info](http://www.clpccd.org/business/2017-18budget.php)
	6. High-level Campus Drawing of Cabling Runs (Visio) (get from LPC IT)
	7. Faculty DE Survey Results (get from DE)
	8. Student DE Survey Results (get from DE)
	9. [Technology Standards](http://www.clpccd.org/facilities/District-wideTechStandards.php)
	10. Equipment Lifecycles (get from LPC IT)
	11. [Bond Project List](http://www.clpccd.org/tech/itsbondprojects.php)
	12. Service Now Data -- would need to analyze (get from LPC IT)
	13. Technology & TLC Satisfaction Survey (get from LPC IT/DE)
	14. [Disaster recovery procedure or plan (needs to be reviewed & updated, potentially)](http://www.clpccd.org/tech/documents/CLPCCD_Disaster_Recovery_Plan_NONITS_FINAL_110810.pdf)

Future Ideas* 1. Other Surveys
	2. Training Opportunities (Internal & External) (3.C.IIII, as well) (Future Plans)
	3. Review of Third Party Agreements for Security (Maybe at a meeting to show on minutes? or to show actual security, get a cyber-security policy from vendors)

Future Ideas for Analysis & Evaluation* 1. Surveys for evaluation (see above idea) with Technology committee analysis?
	2. DE Committee Analyzes Results
	3. Pull projects from documents and areas they serve and compare with the plan to analyze how it supports and aligns with the overall mission of the school
	4. Analyze equipment reports compared with the master plan.
	5. Analyze usage and inventory of software (student services)- show how technology is supporting students
	6. Look at audiovisual systems to analyze through the committee.
 |

Please return this form to the Accreditation Steering Committee by sending it to Carolyn Scott by December 13, 2019.

**Labeling of Evidence**

Any evidence of work that has been collected for a standard can be sent directly to Tim Druley (tdruley@laspositascollege.edu). A few notes:

1. Please convert websites to pdf files to capture the information at that point in time.
2. Highlight relevant sections of multipage documents to make reading of the evidence easier for someone unfamiliar with the document.
3. Please name files using the following rules:
	1. Category 1 List the standard number using roman numerals, letter, and number (as was listed above, III.A.1)
	2. Category 2 List the type of information being used as evidence using the following system
		1. Training Materials (handbook, training videos, or other related items for professional development)
		2. Agenda
		3. Minutes
		4. Email
		5. Form
		6. Surveys (blank surveys)
		7. Data (CSLO, PSLO, ISLO, survey data, Institutional research data, DE, or other forms of data)
		8. Presentation (PowerPoint slides or other presentations)
		9. Program Review
		10. Report
		11. Photo
		12. Website
	3. Name of the item (and number of item for agendas and minutes)
	4. Name of the committee, workgroup, or office
	5. Date in numerical month-day-year format
	6. This is how evidence files should be labeled:
		1. Example: IB1\_Minutes\_Steering Committee Approval\_College Council\_9-23-16