

ACCREDITATION DOs and DON'Ts

Do's	DON'Ts
Start early enough to guarantee a well-researched, evidence-based document	Don't wait until the accreditation visit is 12 – 18 months out. This is systematic stuff and the team can identify last minute efforts
Begin with the last focused mid-term report	Don't waste time by not planning
Review prior institutional goals	Don't create plans you can not implement or sustain
Set a reasonable timeline	Don't create all new committees
Read other institutional studies	Don't rely on one or two self-study creators
Converse widely	Don't forget themes and dialogue
Gather statements from a variety of sources	Don't belabor the obvious
BE INCLUSIVE - Include all departments & divisions in the process	Don't include negative or positive information to the exclusion of the other
Work hard to have representatives from all constituencies – classified, students, faculty, administration, community – on each sub-standard	Don't “give in” to pressure to make changes that do not represent the truth s
Use existing governance committee to write reports – they are invested and can implement the planning agenda	Don't have a single standard dominated by one constituent group
Pay attention to interpersonal relationships and try to avoid personality-based problems	Don't blather, bag, rant, whine or dig up controversial slime
Include a broad group of individuals on the steering committee and assure they all attend	Don't write what someone else tell you for the sake of conformity
Keep copious notes that are sensitive to “what if” scenarios and creative digressions	Don't exclude vital information because you believe it will embarrass someone
Seek evidence	Don't seek to address personalized wrongs
Use the chancellors website for data	Don't obscurely obfuscate
Be constructive	Don't be the ONE who does everything
Delegate and distribute profusely	Don't try to address EVERYTHING
Construct steps to solutions, search other's solutions, and make doable solutions for your campus	Don't let administrators substantively change the work of the standards committees
Prioritize solutions with the widest impact	Don't conjecture
Ask questions about data	Don't include too much or too little
Be honest	Don't ignore physical facilities
Make assessments based on credible evidence	Don't forget about balance
Get support for incentives	Don't wait till the last minute to organize evidence
Have fun along the way	Don't bluff about things you have no evidence for
Evaluate ALL student services	Don't assume someone else will do the work
Keep copies of reports in the library i.e. involve the library in campus history	Don't abdicate this opportunity for self evaluation and change
Create a format and logic for the report	
Create a Succinctly Written Self Study	
Create clear intent	