

DRAFT Accreditation Institutional Self Evaluation Report (ISER) Team Structure

ISER Leadership Team

The leadership team is tasked with overall organization of the ISER writing process; providing ongoing support to writing teams; engaging the campus in dialog and soliciting feedback regarding the ISER drafts and development; and report progress to campus advisory groups, committees, and the Board of Trustees.

- Accreditation Liaison Officer (ALO)
- Faculty Accreditation (Coordinator?)
- Standard I Lead
- Standard II Lead
- Standard III Lead
- Standard IV Lead
- Dean of PRIE
- Administrative Support

Standard Writing Teams

The Standards Writing Teams are organized around the ACCJC Standards. The team for each of the main standards consists of a Standard Lead to provide support and guidance; lead writer(s) for each of the subsections within the main standard; and a group of “area experts” who can provide information or similar support for the lead writers.

Standard Team Roles

- **Standard Leads** work with the lead writers of the sections within their standard, oversee the direction of the drafts, do first-line editing of sub-section drafts as they are completed, and communicate information and updates to writers that would affect the draft-writing process.
- **Lead writers** are responsible for preparing the first draft of writing of their sub-section and for incorporating feedback from the leadership team into the second draft.
- **Area experts** serve primarily as information resources. At the very least, they should be interviewed by the lead writer. They may end up writing small portions of the subsection (at the discretion of the lead writer). Area experts will help to identify and prepare key pieces of evidence to support the narrative of the sub-section. Since there is some overlap in the areas addressed by the standards, Area experts may be asked to provide information for more than one team.

DRAFT Standard Writing Teams

Standard I Writing Team: Institutional Mission & Effectiveness

- Standard Lead(s):

IA: Mission (4)

- Lead Writer(s): David Martin & Faculty/Staff Volunteer
- Area Experts:
 - Superintendent/President
 - PRIE/IR
 - PAG Tri-chair (Faculty)
 - PAG Tri-chair (Classified)
 - Academic Senate
 - CAC Chair
 - VPAA/VPAS
 - Deans of Instruction & Student Services

IB: Assuring Academic Quality and Institutional Effectiveness (9)

- Lead Writer(s): Rosaleen Ryan & Faculty/Staff Volunteer
- Area Experts:
 - PRIE/IR
 - VPAA
 - CAC Chair
 - LAC Chair

IC: Institutional Integrity (14)

- Lead Writer(s): John Skellenger (?) & Faculty/Staff Volunteer
- Area Experts:
 - President's Office
 - VPAA/VPAS
 - PIO
 - Academic Senate
 - Financial Aid
 - Counseling

Standard II Writing Team: Student Learning Programs & Services

- Standard Lead(s):

IIA: Instructional Programs (16)

- Lead Writer(s): Diane Boynton (?), Vincent van Joolen (?) & Faculty/Staff Volunteer
- Area Experts:
 - VPAA
 - Deans of Instruction (All)
 - Academic Senate
 - Curriculum Advisory Committee Chair
 - PRIE/IR
 - LAC Chair/SLO Coordinator

IIB: Library and Learning Support Services (4)

- Lead Writer(s): Jeff Sundquist & Faculty/Staff Volunteer
- Area Experts:
 - VPAA
 - Deans of Instruction (LLRO/STEM/LA)
 - Deans of Student Services
 - RWC/MLC/TASC/STEM CEL
 - EOPS/TRIO/ARC
 - Library classified

IIC: Student Support Services (8)

- Lead Writer(s): Larry Walker & Faculty/Staff Volunteer
- Area Experts:
 - VPSS - Larry Walker
 - Deans/Directors of Student Services - LaKisha Bradley, Eric Ogata, Wendy Bates, Kelly Fletes, Diego Espinoza, Jeff Procive
 - Director, Admissions & Records - Nicole Dunne
 - Director, Financial Aid - Larry Walker
 - Counseling Faculty - Alethea DeSoto

Standard III Writing Team: Resources

- Standard Lead(s):

IIIA: Human Resources (15)

- Lead Writer(s): CHRO & Faculty/Staff Volunteer
- Area Experts:
 - HR Director
 - HR Analyst/Specialists
 - Deans of Instruction
 - Academic Senate
 - Equivalency Committee

IIIB: Physical Resources (4)

- Lead Writer(s): Steve Haigler and David Martin & Faculty/Staff Volunteer
- Area Experts:
 - VPAS
 - Facilities
 - Dean of Student Services (Marina)
 - Deans of Instruction

IIIC: Technology Resources (5)

- Lead Writer(s): Mike Midkiff, Steve Haigler, David Martin, & Faculty/Staff Volunteer
- Area Experts:
 - VPAS
 - Director of IS
 - Network Engineers/Programmers
 - Director, Admissions & Records
 - Dean of Instruction (LLRO)
 - Instructional Design & Accessibility Specialists

IIID: Financial Resources (16)

- Lead Writer(s): David Martin, Steve Haigler, & Faculty/Staff Volunteer
- Area Experts:
 - VPAS
 - Fiscal Services
 - Director, Financial Aid
 - Advancement office - Beccie Michael

Standard IV Writing Team: Leadership and Governance

- Standard Lead(s):

IVA: Decision-Making Roles and Processes (7)

- Lead Writer(s): David Martin (?) & Faculty/Staff Volunteer
- Area Experts:
 - Superintendent/President
 - Participatory Governance Committee Chairs
 - Cabinet
 - Board of Trustee Rep

IVB: Chief Executive Officer (6)

- Lead Writer(s): David Martin
- Area Experts:
 - Superintendent/President - David Martin
 - President's Office - Shawn Anderson

IVC: Governing Board (13)

- Lead Writer(s): Shawn Anderson
- Area Experts:
 - Superintendent/President - David Martin
 - Board of Trustee Rep - Loren Steck
 - President's office - David Martin, Shawn Anderson

IVD: Multi-College Districts or Systems (0)

- Not Applicable to the Monterey Peninsula College District