

FRC Self-Evaluation Initial Writing Response Template

Steps for analyzing evidence and writing an initial response

- Step 1:** Review the specific standard sections to be analyzed.
- Step 2:** Read and review the suggested questions identified from the Guide to Evaluating and Improving Institutions about the evidence needed to make a strong case (http://www.accjc.org/wp-content/uploads/2015/10/Guide_to_Evaluating_and_Improving_Institutions_July_2015_REVISED.pdf).
- Step 3:** Carefully review the evidence several times before drawing conclusions or making judgments. If the evidence that was identified in fall 2015 is not specific enough to draw conclusions from, explore the evidence in greater detail to either identify the appropriate evidence reference or eliminate the evidence from the self-evaluation.
- Step 4:** Draft a brief **description** of what the College is doing to address the standard and its related questions focusing on the facts. In both the description and the evaluation (Step 5 below), claims should be tied to specific pieces of evidence for substantiation. For example:

Based on a review of Follow-Up Reports from other institutions, Cabinet selected a simple template to use in the report preparation [Cabinet minutes, Nov. 2012]. Draft responses to the recommendations were completed and presented at the December meeting of Cabinet. The Follow-Up Report was subsequently reviewed and revised by Cabinet in two separate meetings in January, then approved by Cabinet in February [Cabinet minutes, Jan. 2013; Cabinet minutes, Feb. 2013]. Finally, the Follow-Up Report was reviewed and approved by the Board of Trustees at their February 21, 2013 meeting [Board of Trustees minutes, Feb. 2013]

- Step 5:** Provide a rating of how well the College is addressing the specific standard (see below for scoring rubric). Draft a brief **evaluation** explaining your team’s assessment of the College’s activities in relation to the standard. Pay particular attention to the quality of the institution’s successes and progress since the last self-study report (2012). The 2012 self-study is here: <http://www.frc.edu/accreditation/frc-self-study.cfm>.

Scoring Rubric

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|--------------------------|---|
| Superior | Does the College exceed the requirements of this standard to the extent that the College’s practices and/or policies should be considered for a commendation? |
| Satisfactory | Does the College meet the requirements of this standard? |
| Needs Improvement | Does the College fail to fully meet the requirements of this standard to the extent that the College’s practices and/or policies should be considered for a recommendation? |