Bakersfield College Midterm Report 2015:  
A Guide for Team Leads and Team Members

If you are a team lead, what do you need to do?

1. **Attend meetings for leads:**
   - Monday, September 29, 4:30-5:30 in Levinson 40
   - Friday, October 10, 10:45-12:00 in Collins
   - Thursday, October 23, 3:30-5:00 in L40
   - Thursday, November 20, 3:00-5:00 in L40
   - Monday, February 5, 3:00-5:00 in L40

2. **Prepare to share your work at each lead meeting**—written reports will be posted on our webpage:  
   [https://www.bakersfieldcollege.edu/employees/accreditation/standards](https://www.bakersfieldcollege.edu/employees/accreditation/standards)

3. **Schedule team meetings**—decide how you will structure your meetings:
   - Discuss and divide needs (research, evidence collection, SharePoint, writing)
     - What evidence do you need? How will you find it?
     - Plan to store evidence and drafts in SharePoint. How do you use SharePoint?
     - SharePoint address:  
       [https://spt.kccd.edu/bc-accreditation/sitePages/home.aspx](https://spt.kccd.edu/bc-accreditation/sitePages/home.aspx)
     - How will your team communicate? Some examples:
       - Distribution list
       - Huddle every other week, e.g. Mondays 4-5
       - SharePoint
       - Email
   - Involve the committees listed in your team column.

4. **Share your team meeting schedule with Kate.**

What do you do if you have questions about the Standards?

Check out our webpage for these ACCJC documents:

[https://www.bakersfieldcollege.edu/employees/accreditation](https://www.bakersfieldcollege.edu/employees/accreditation)

- ACCJC Home
- Eligibility Requirements
- Standards
- Standards, Cross-Walked, with Glossary Terms
- Accreditation Reference Handbook, July 2014 Edition (includes commission policies)

What if you want to know what we said in the 2012 *Self Evaluation* or in the 2013 *Follow Up Report*?

Reports [https://www.bakersfieldcollege.edu/employees/accreditation](https://www.bakersfieldcollege.edu/employees/accreditation)

- Bakersfield College Self Evaluation 2012
- Accreditation Document Addendum
- Bakersfield College Follow Up Report, 2013
What if you want to know how the ACCJC visiting team summarized their work?

Reports [https://www.bakersfieldcollege.edu/employees/accreditation](https://www.bakersfieldcollege.edu/employees/accreditation)
- Follow Up Visit Team Report, 2013

What do you do if you have trouble finding evidence?
- Check the committee pages: [https://committees.kccd.edu/bc/](https://committees.kccd.edu/bc/)
- Ask the committees listed in your team column.
- Check the BC website: [http://www.bakersfieldcollege.edu/](http://www.bakersfieldcollege.edu/)
- Check the KCCD website: [https://www.kccd.edu/](https://www.kccd.edu/)
- Check with Kate: kpluta@bakersfieldcollege.edu 395-4531 333-0837 821-1196

What do you do if your research identifies problems? Try to solve them.
- If you aren’t sure of the best approach, contact Project Leads: Kate, Nan, Jennifer Jett, Janet (data).
- If they can’t solve the problem, they will take it to AIQ (Accreditation & Institutional Quality committee).

What has to be included in the written reports for the team leads meetings?
- Purpose: To show progress, share findings throughout the process, identify common threads across the standards, identify and solve problems, and lay the foundation for the final report.
- Audience: The college community—the reports will be posted on our website.
- Format: 1-2 typed pages (longer is fine)

Each report will have a different focus because of the different stages of the process.

Monday, September 29, 4:30-5:30 in Levinson 40
send to bc_midterm15leads@listserv.bakersfieldcollege.edu
Focus: What has your committee done in each of the five sections so far?
What evidence have you identified? Have you posted it in SharePoint?
How might the evidence be useful to other Standards?
What potential problems have you identified?

Friday, October 10, 10:45-12:00 in Collins
send to bc_midterm15leads@listserv.bakersfieldcollege.edu
Focus: What has your committee done in each of the five sections so far?
What evidence have you identified? Have you posted it in SharePoint?
How might the evidence be useful to other Standards?
What potential problems have you identified?

Thursday, October 23, 3:30-5:00 in L40
send to bc_midterm15leads@listserv.bakersfieldcollege.edu
Focus: What additional work has your committee done in each of the five sections so far?
What additional evidence have you identified? Have you posted it in
SharePoint?
How might the evidence be useful to other Standards?
What potential problems have you identified?

**Monday, October 27, Progress Report due**
Try to make this as close to the final report as possible. Identify any problems you are having locating evidence. We will give you written feedback.

**Thursday, November 20, 300-500 in L40**
send to bc_midterm15leads@listserv.bakersfieldcollege.edu
Focus: You are really close to finishing. You should be revising and polishing your Progress Report.
What additional work has your committee done in each of the five sections?
What new evidence have you identified? Have you posted it in SharePoint?
How might the evidence be useful to other Standards?
What problems still need to be addressed?

**Monday, December 1, Final Report on Your Standard due**

**Monday, February 5, 300-500 in L40**
send to bc_midterm15leads@listserv.bakersfieldcollege.edu
We will use this meeting to update our work:
Do we have new information?
Do we have any new evidence?
Have we solved any problems?
Your written report should detail any information you wish to add to your sections.
What will your Final Report on Your Standard include?

- It must respond to each of the sections you must cover.
- The number of sections is dependent upon the Standard.

1. **Standard**: Summary of BC’s work in your Standard with examples, evidence titles, and links to the evidence.
   a. Be sure to post evidence in SharePoint as you go. You can always delete evidence you decide not to use later.
   b. You will need to organize your evidence in SharePoint based on the order it is used in your summary. Save your evidence as PDF files.
   c. This section will eventually be in the 1-3 page range.

2. **Eligibility Requirement**: Describe briefly how BC meets the Eligibility Requirements (ERs) linked to your Standard.
   a. The ERs you need to describe are listed in your table.
   b. Review the *2012 Self Evaluation* to see how we described them and modify or update as needed.
   c. This section should include both the ER and your response, usually a few sentences.

3. **Recommendations**: If your table includes all or part of a recommendation ACCJC identified, you will need to report on the progress BC has made since the *Follow Up Report*. Our work needs to show that it is sustainable.
   a. Read the *ACCJC Report on Bakersfield College, 2012* which first identified the recommendations.
   b. Read the *Follow Up Report* to see BC’s response and work.
   c. Read the *Follow Up Visit Team Report, 2013* to see ACCJC’s analysis of BC’s work.
   d. You may wind up working with other teams as some recommendations cut across Standards.
   e. The length will vary based on the complexity of the recommendation.

4. **Commission Policies**
   a. Policies related to your Standard are listed in your table.
   b. You will need to review the policy and briefly describe how BC complies with the policy.
   c. Since ACCJC has developed new policies, you may have one added to your Standard.

5. **Improvement Plans** (identified as Actionable Improvement Plans [AIP] in the Self Evaluation);
   a. If your table includes all or part of an AIP we identified and that we were unable to solve at the time we wrote the *2012 Self Evaluation*, you will need to report on the progress BC has made since the *Follow Up Report*. Our work needs to show that it is sustainable. Ideally we will have solved this self-identified problem.

*Kate Pluta, September 11, 2014*