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DATE: May 13, 2011

MEMO TO: Accreditation Liaison Officers, Chief Instructional Officers

FROM: ACCJC

SUBJECT: *New Manual for Institutional Self Evaluation*

The Commission has developed a new and comprehensive *Manual for Institutional Self Evaluation*. New material has been added related to the U.S. Department of Education regulations effective July 1, 2010, 2011 and 2012 as well as new data reporting requirements for all institutions designed to encourage more institutional reflection on educational effectiveness and to address the achievement gap of students. The new Manual responds to feedback from member institutions as well as to Commission requests that the Manual be clarified to help promote more effective self study processes and reports.

The Manual will be effective for comprehensive evaluation visits beginning fall 2012. It is found online at http://www.accjc.org/wp-content/uploads/2011/04/Self-Evaluation-Manual_March-2011.pdf.

Additions or changes to the Manual include:

- Instructions on the presentation of data on student achievement at the institutional level, and requirements that it be disaggregated in some cases to examine student outcomes among different groups of students or among students receiving education through different delivery modes or sites.
- Explication of the roles of the CEO and ALO in institutional self evaluation and ongoing quality assurance.
- The Commission's rubric for evaluating institutional effectiveness.
- More examples to assist institutions in presenting the delineation of college and district functions in multi-college districts.

The data and analysis-related sections in the Manual have been discussed in several venues in the fall of 2010 and the spring of 2011. The Commission will continue to provide information about the content of the Manual in future presentations this fall.

Feedback from the institutions that have been trained with this Manual has been positive. The ACCJC welcomes feedback on and questions about the new Manual.