



# *Training for Institutions*

*Full Self-Study Preparation  
Postsecondary, Title IV – 2008*





## ***Western Association of Schools and Colleges (WASC)***

- **One of six private, nonprofit, regional accrediting associations in the United States**
- **Provides assistance to institutions located in California, Hawaii, Pacific Islands, and East Asia**
- **Recognized by the U.S. Secretary of Education**
- **Composed of three commissions**
  - **Accrediting Commission for Senior Colleges and Universities**
  - **Accrediting Commission for Community and Junior Colleges**
  - **Accrediting Commission for Schools**



## *Benefits of Accreditation*

**A major benefit from the accreditation process is that a Visiting Committee will validate the institution's self-study findings and its assertion that it is in compliance with the 10 WASC standards, as indicated in the self-study report.**



## *Other Benefits*

**Another benefit is the public recognition that comes with accreditation.**

**WASC accreditation may also provide public and private funding options that may not otherwise be available, such as federal Title IV.**



## *Purpose of the Self-Study*

- **The primary purpose of the self-study is to provide guidelines for institutions examining their qualifications for initial accreditation or re-accreditation.**
- **The self-study process also serves as an evaluation tool for determining an institution's compliance with federal and WASC standards.**



# *WASC Standards*

## **The WASC standards encompass 10 areas:**

- 1. Institutional Mission, Objectives, and Purpose**
- 2. Organizational Structure**
- 3. Human Resources**
- 4. Evaluation and Planning**
- 5. Educational Programs**
- 6. Program, Student, and Institutional Outcomes**
- 7. Student Services and Activities**
- 8. Learning Resources**
- 9. Financial Resources**
- 10. Physical Resources**



## *The Self-Study*

- **The self-study process must have total commitment from the institution's governing body, administration, business and industry representatives, and every member of the staff.**



## ***Basic Commitments***

**Three basic commitments are essential to a successful self-study:**

- 1. A willingness to invest the necessary time, effort, and expense.**
- 2. The support of all institutional personnel and advisory groups.**
- 3. A commitment to make any changes that the study shows to be needed.**



# ***Self-Study Preparation: TRAINING***

- **Institutional personnel should attend WASC-conducted training sessions 12 to 18 months prior to hosting an accreditation Visiting Committee.**
- **The WASC website ([www.acswasc.org](http://www.acswasc.org)) has this presentation that can be viewed and/or downloaded for review purposes.**
- **However, use of this presentation is not to take the place of the WASC training sessions.**

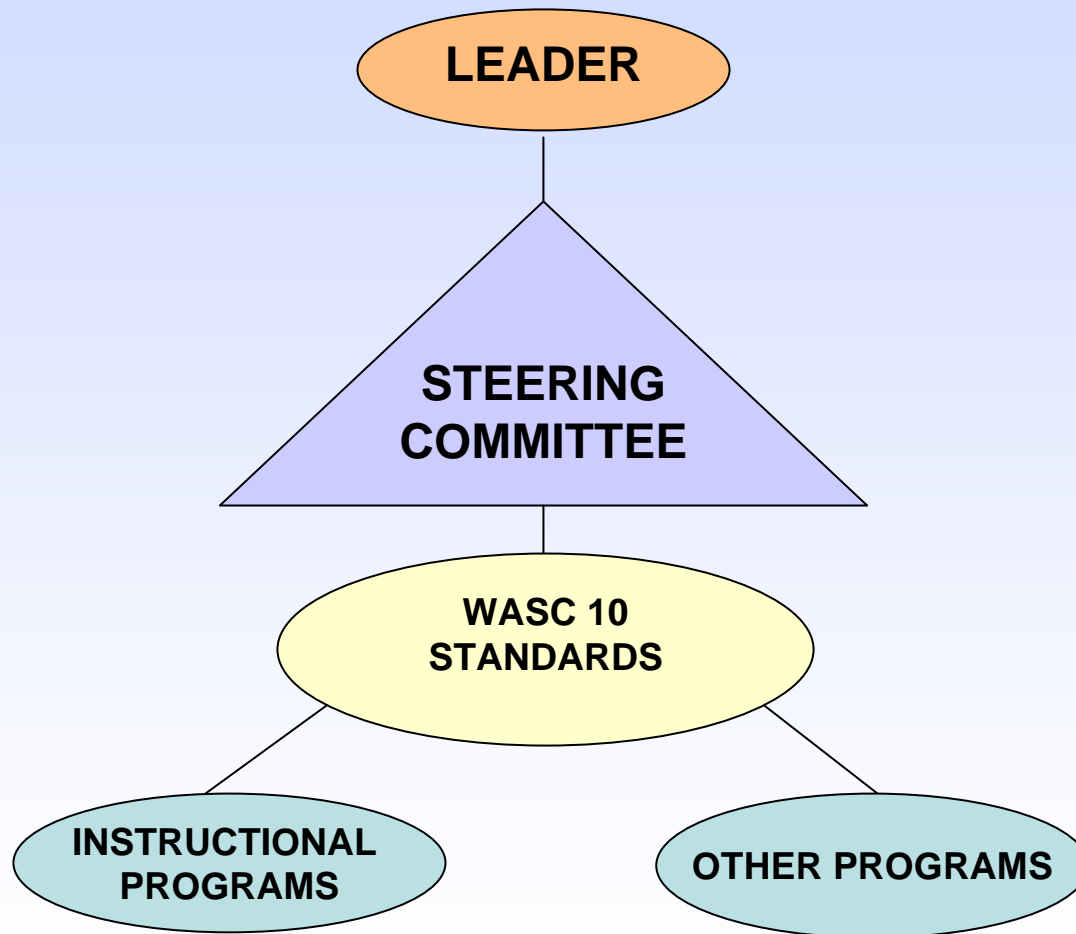


## ***Self-Study Preparation: LEADER***

**A leader or coordinator of the self-study should be selected who is able to motivate others, has considerable writing skills, and has the ability to organize and direct a complex project.**



# *Self-Study Preparation:* **COMMITTEES**





# ***Self-Study Preparation: TIME***

**A time schedule should be developed to reflect the following elements:**

- 1. Beginning date of the self-study.**
- 2. Deadline for preliminary data collection.**
- 3. Meeting dates of committees.**
- 4. Dates for completion of committee reports.**
- 5. Final date for review of committee reports.**
- 6. Final date for completion of self-study report.**
- 7. Date for completing the final review of report.**



## *Self-Study Preparation: TIME, continued*

- 8.** Target date for notifying WASC that the self-study report is completed.
- 9.** Target date for sending final draft of the self-study to the Visiting Committee chair.
- 10.** Tentative date of preliminary visit by Visiting Committee chair, if needed (at least 30 days prior to the Visiting Committee visit).
- 11.** Date for Visiting Committee visit.



# ***Self-Study Preparation: NEED HELP??***

## **PLEASE NOTE!!!**

*Visiting Committee chairs and/or members may NOT provide any input, guidance, or advice with respect to writing the self-study or the quality of the contents.*

**If the institution needs input or advice in these or other areas as the self-study is being developed, please contact the WASC office for assistance.**



## ***Self-Study Preparation: WHAT CAN THE CHAIR DO?***

**Chairs may determine progress being made in completing the self-study. They are also to determine if the self-study is ready for distribution to the Visiting Committee members.**

**If the chair determines that the self-study is not ready, contact the WASC office for advice.**



## *Preparing for the Visiting Committee*

- 1. Visiting Committee chair and institution's leader/coordinator should communicate prior to the visit.**
- 2. Leader should make physical arrangements for the Committee – housing, schedule, workspace, word processing, copy services, food, etc.**
- 3. Leader should arrange for space to exhibit materials that support the self-study.**
- 4. The Committee will prepare their report and present their findings to the institution.**
- 5. Leader should make 10 copies of the Committee's report and send to the WASC Burlingame (NOT Temecula) office.**



## *Preparing for the Visiting Committee, Continued*

- 6. After the visit, the leader facilitates the development of the institution's action plan that may be required to address areas of non-compliance with WASC standards that were identified by the Visiting Committee.**
- 7. The leader sends one copy of the action plan to the WASC Temecula (NOT Burlingame) office.**



# *Self-Study Report Format*

**See Accreditation Manual, page 5, for full details.**

COVER

PREFACE

LIST OF  
SELF-STUDY  
COMMITTEE  
MEMBERS

TABLE OF  
CONTENTS

INSTITUTIONAL  
AND  
COMMUNITY  
CHARACTER-  
ISTICS

LIST OF ALL  
COURSES TO  
BE  
ACCREDITED  
FOR TITLE IV

STANDARDS  
1 THROUGH  
10

GLOSSARY



## *What Else?*

- **The Accreditation Manual has helpful information in the appendix, such as:**
  - **Sample Visiting Committee Schedule – (page A-10)** *the schedule may vary depending on the size of the institution. Some Visiting Committees may need only one day to complete their work.*
  - **Sample Checklist in Preparation for Committee Visit – (page A-13)** *there are 16 helpful hints to guide you in preparation for the visit.*



## *The Standards*

**Each standard listed in the Accreditation Manual is divided into three parts:**

- 1. The name of the standard and a list of objectives that express the importance of the standard.**
- 2. The criteria that institutions are to meet to comply with the standard.**
- 3. Suggestions of exhibits that may be presented to the Visiting Committee to demonstrate compliance.**



## ***The Standards: Responding to the Criteria***

**Some standards have only 5 or 6 criteria; some have many more. For each standard, you are asked to do the following:**

- **List *all* exhibits that are used to demonstrate compliance with the standard.**
- **Check the appropriate Yes, No, or N/A box.**
- **Write a summary statement explaining what is currently in place, and list any key issues that may need to be addressed.**
- **List *only* the exhibit(s) that apply to the specific criterion.**



## ***The Standards: Exhibits***

- **Documentation that supports each criterion must be provided for the Visiting Committee to review.**
  - **Materials used as exhibits should be displayed in the room at the institution to be used as the Visiting Committee work room.**
  - **A *sample* list of exhibits that may be used by the institution to demonstrate compliance is at the end of each standard in the Accreditation Manual.**



# *Sample Standard*

## **Standard 1 – Institutional Mission, Objectives, and Purpose**

### **Exhibit(s) Referenced:**

### **Criteria**

- 1. The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement. (Objective 1-1)**

- Yes**
- No**
- N/A**

**Summarize what is currently in place. List key issues (if any) to be addressed:**

*Reference the following Exhibit(s):*

- 2. The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution. (Objective 1-2)**

- Yes**
- No**
- N/A**

**Summarize what is currently in place. List key issues (if any) to be addressed:**

*Reference the following Exhibit(s):*



## ***Important Reference Document***

- **An important document that lists WASC policies for Postsecondary Title IV institutions is:**

***Accrediting Commission for Schools  
Policy Manual, Part II  
2008 Edition***

- **Available on the WASC website:  
[www.acswasc.org](http://www.acswasc.org)**



***HELP!!! Where to get it...***

**If you need assistance, your first line of support can be found at the WASC Temecula office:**

**43517 Ridge Park Drive, Suite 100**

**Temecula, CA 92590-3615**

**Phone: (951) 693-2550**

**Fax: (951) 693-2551**

**E-mail: [mailsocial@acswasc.org](mailto:mailsocial@acswasc.org)**

**OR**



***HELP!!! Where to get it...***

**Your second line of help can be found at the WASC Burlingame office:**

**533 Airport Blvd., Suite 200  
Burlingame, CA 94010-2009**

**Phone: (650) 696-1060**

**Fax: (650) 696-1867**

**E-mail: [mail@acswasc.org](mailto:mail@acswasc.org)**