**Steps for Writing the Self Evaluation**

**Preparation**

1. READ that section of the Self Evaluation from colleges that have had their accreditation reaffirmed. (Go to their websites and look under “Accreditation”—the Self Evaluation should be accessible. Example: Leeward Community College.
2. READ SRJC’s Midterm Report, available through Accreditation Archives on current Accreditation 2015 website.
3. READ resources on ACCJC website that pertain to your standard, particularly the Guide to Evaluating Institutions.

**Prewriting**

1. Use Organizing Chart (or a construct of your own)

**Writing**

1. Use the structure required by ACCJC.
2. **Descriptive Summary—**a descriptive overview of what the institution does in relation to that standard. You can do this kind of writing on your own. It’s often helpful to start with a list, and then organize into subsections. Do not worry about your style! Do worry about having plenty of information and grouping related ideas together. Do convert to sentences and paragraphs before sharing with your group.
3. **Self Evaluation—**This will usually be developed through discussion with your committee, though you can do a preliminary analysis. The committee members will work together to decide the degree to which the college meets the standard. From this general point, your draft will reflect their assessment.
4. **Actionable Improvement Plans—**These also will be developed by the committee based on the self evaluation. The committee will decide on these recommendations, but ultimately, the Steering Committee will determine which items are appropriate here.
5. Do not sweat over grammar, repetition, style, etc. Just get the information across in appropriate depth.
6. Be open to feedback, and rewrite.
7. Allow yourself blocks of time, and whatever else you need.
8. Meet with Wanda to discuss the writing—don’t write in isolation!