ISER Team Structure: Five Teams

Team Members
Identify/document evidence, engage in Standard discussions

Team Leads
Coordinate/facilitate team, consider action plans, draft Standard response

Lead Writers
Write one Standard section using drafts and notes from each team

Editors
Establishes one unified narrative, creates other required content

ISER Standards:
Teams 1 to 4
ISER Team 5: Quality Focused Essay

College Community
- Includes Admin, Classified, Faculty (FT/PT), and Students who identify improvement areas for student learning and achievement

QFE Lead(s)
- Admin/Faculty Leads who facilitate meeting to identify the QFE(s) and draft (write) this section

Editors
- Collaborate with the QFE Lead(s) to revise the written narrative to fit the context, format, tone of ISER

Administrators
- Classified Staff
- Faculty
- Students
ISER Team Roles & Responsibilities

**Team Members**
Open participation from admin, classified, faculty, students

1. Attend Team meetings (bi-weekly but based on each team’s discretion)
2. Identify evidence demonstrating Standard’s sub-standards
3. Describe how evidence demonstrates the Standard
4. Spring 2022 to Fall 2022
   60 to 90-min bi-weekly meetings
   PGA eligible

**Team Leads**
Admin & Faculty co-leads
Co-leads for all 5 teams

1. Plan and facilitate Team meetings
2. Support evidence gathering and review process
3. Draft Standard section (initial rough draft w/bullets)
4. Spring 2022 to Winter 2023
   Mtg planning, check-ins w/writers & editors (30 to 60-min weekly) + Team meetings
   PGA eligible

**Lead Writers**
Faculty role for each Standard Team

1. Draft and format per ISER template requirements
2. Write one Standard section
3. Coordinate evidence documentation w/Team Leads
4. Fall 2022 to Winter 2023
   Check-ins w(editors
   Compensation TBD

**Editors**
Marketing Supervisor & ALO

1. Ensure production of ISER document inc. catalog requirements
2. Write introduction, achievement data, report organization, org info sections
3. Organize Standards and QFE sections from Lead Writers
4. Winter 2023 to Fall 2023

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# ISER Team Roles and Expectations

## Team Members
- Attend mtgs (~2x/month)
- Identify evidence for Standards
- Document evidence for Standards
- Eligible for PGA
- 20 hrs (est.)
- Jun-Dec 2022
- Spring 2022: Members identified

## Team Leads
- Prep mtgs (~2x/month)
- Bi-wkly mtgs w/ALO
- Monitor members’ submissions
- Communicate w/writers
- Organize evidence
- Drafting framework for Standard
- Eligible for PGA
- 40 hrs (est.)
- May-Jan 2023
- May 2022: Leads identified

## Lead Writers
- Write one (1) Standard section narrative following template
- Attend team mtgs
- Communicate w/leads
- Bi-wkly mtgs w/editors
- Compensation in fall and winter
- 80-100 hrs (est.)
- Oct-Mar 2023
- June 2022: Writers identified

*Hours est. include April 29 and May 20 working meetings from 9 am-noon. Application process for Lead Writers to begin in May 2022.
ISER Lead Writers

Assigned to a Standard
Coordinate w/Team Leads & Editors
Write from Team notes and draft
Format writing to ISER template

Standard I: 33 pages estimated
I.A. Mission (4 sub-standards)
I.B. Academic Quality & Institutional Effectiveness (9 sub-standards)
I.C. Institutional Integrity (14 sub-standards)

Standard II: 33 pages estimated
II.A. Instructional Programs (16 sub-standards)
II.B. Library & Learning Support Services (4 sub-standards)
II.C. Student Support Services (8 sub-standards)

Standard III: 39 pages estimated
III.A. Human Resources (15 sub-standards)
III.B. Physical Resources (4 sub-standards)
III.C. Technology Resources (5 sub-standards)
III.D. Financial Resources (16 sub-standards)

Standard IV: 35 pages estimated
IV.A. Decision-Making Roles & Processes (7 sub-standards)
IV.B. CEO (6 sub-standards)
IV.C. Governing Board (13 sub-standards)
IV.D. Multi-College Districts (7 sub-standards)

Posting in April 2022
Fill positions mid-May 2022
Mtg in June (1); most work will be November to February (inc. check-ins)
Compensation TBD
ISER Team Leads

Each Team will be led by Administrator and Faculty co-leads who will be added to the Accreditation Steering Committee/Working Group.

1. Mission, Academic Quality, Institutional Effectiveness
   - Admin: VPI
   - Faculty: TBD

2. Student Learning Programs & Support Services
   - Admin: VPSS
   - Faculty: TBD

3. Resources
   - Admin: VPF
   - Faculty: TBD

4. Leadership & Governance
   - Admin: AVP, Communications
   - Faculty: TBD

5. Quality Focused Essay
   - Admin: Dean, Equity
   - Faculty: TBD
ISER Team Roles Timeline

Each role’s timeline reflects when the majority of responsibilities is projected to occur.

Key Dates through ISER submission
- Apr 2022: ISER retreat/working meeting
- Spr 2023: ISER feedback
- Oct 2023: ISER revisions completed
- Nov 2023: Board approval
- Dec 2023: ISER submission

Notes:
- Working Group resume meetings in Winter 2024
- Core Inquiries Report received in Spring 2024
- Response to Core Inquiries due Sept 2024
- Peer Team Visit in Oct 2024

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03.03.2022