ISER Team Structure: Five Teams

**Standard Team Members**
(4 Teams)

**Standard Team Leads**
(1 Admin, 1 Faculty per team)

**Lead Writers**
(1 per team)

**Editors**
(Marketing Supervisor, ALO)

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**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 + Quality Focused Essay**
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
## 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. Spring 2022 to Fall 2023
**ISER Team Roles and Expectations**

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Team Leads</th>
<th>Lead Writers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attend mtgs (~2x/month)</td>
<td>• Prep mtgs (~2x/month)</td>
<td>• Write one (1) Standard section narrative following template</td>
</tr>
<tr>
<td>• Identify evidence for Standards</td>
<td>• Bi-wkly mtgs w/ALO</td>
<td>• Attend team mtgs</td>
</tr>
<tr>
<td>• Document evidence for Standards</td>
<td>• Monitor members’ submissions</td>
<td>• Communicate w/leads</td>
</tr>
<tr>
<td>• Eligible for PGA</td>
<td>• Communicate w/writers</td>
<td>• Bi-wkly mtgs w/editors</td>
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<tr>
<td>• 20 hrs (est.)</td>
<td>• Organize evidence</td>
<td>• Compensation in fall and winter</td>
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<tr>
<td>• Jun-Dec 2022</td>
<td>• Drafting framework for Standard</td>
<td>• 80-100 hrs (est.)</td>
</tr>
<tr>
<td>• Spring 2022: Members identified</td>
<td>• Eligible for PGA</td>
<td>• Oct 2022-Mar 2023</td>
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<tr>
<td></td>
<td>• 40 hrs (est.)</td>
<td>• June 2022: Writers identified</td>
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</tbody>
</table>

*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 April (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: Kurt Hueg, VPI
   - Faculty: Rosa Nguyen, CHEM

2. **Student Learning Programs & Support Services**
   - Admin: Ram Subramaniam, AVPI [II.A]; Laurie Scolari, VPSS [II.B/C]
   - Faculty: Voltaire Villanueva, COUN

3. **Resources**
   - Admin: Bret Watson, VPF
   - Faculty: Jordan Fong, GID

4. **Leadership & Governance**
   - Admin: Simon Pennington, AVP, Communications
   - Faculty: Dolores Davison, HIST

5. **Quality Focused Essay**
   - Admin: Ajani Bryd, Dean, Equity
ISER Team Roles Timeline

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

Key Dates through ISER submission:
- May 2022: ISER retreats/working meetings
- May/June 2023 and Spr 2023: ISER feedback period
- 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