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

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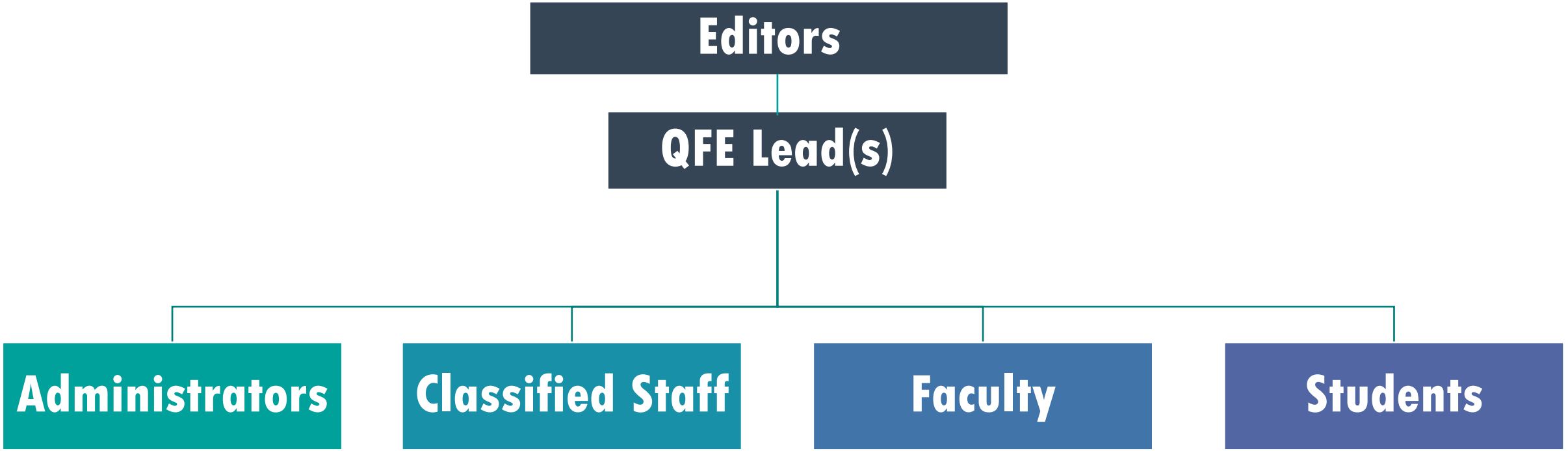
02.15.2022; rev. 02.28.22

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

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ISER Team Roles & Responsibilities

Team Members

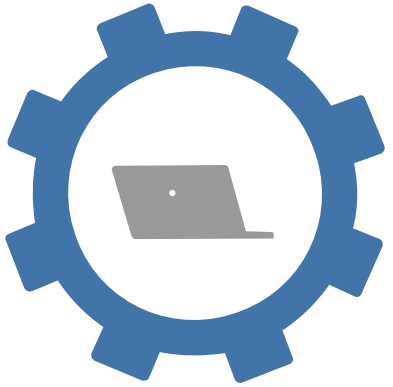
Open participation from admin, classified, faculty, students

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

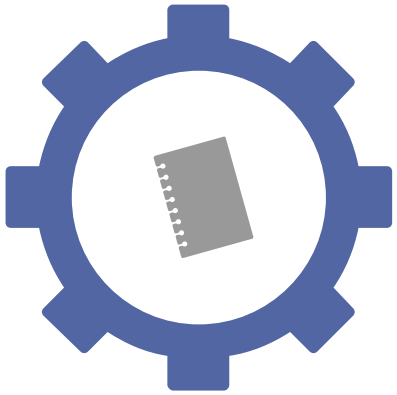
1. Plan and facilitate Team meetings
2. Support evidence gathering and review process
3. Draft Standard section (initial rough draft w/bullets)
4. Spring 2022 to Winter 2023
   Mtg planning, check-ins w/writers & editors (30 to 60-min weekly) + Team meetings
   PGA eligible



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 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

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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

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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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