ACCREDITATION EVIDENCE INVENTORY

The Institutional Self Evaluation Report should include reference to evidence and data that substantiate the statements made in the Report that the institution meets or exceeds the Commission's Standards.

Evidence can be selected from every source of information an institution uses to provide verification of a particular action or existing condition. Evidence can include policies, operational documents, reports, research and analysis, screen captures from websites, institutional databases; documents such as faculty handbooks, catalogs, student handbooks, policy statements, program review documents, planning documents, minutes of important meetings, syllabi, course outlines, and institutional fact books. Good evidence can also be derived from survey results; from assessments of student work on examinations, class assignments, capstone projects, etc.; from faculty grading rubrics and assessment of student learning outcomes; and from special institutional research reports.

Per the ACCJC Guide for Evaluating and Improving Institutions, good evidence used in evaluations has the following characteristics:

- It is intentional, and a dialogue about its meaning and relevance has taken place;
- It is purposeful, designed to answer questions the institution has raised;
- It has been interpreted and reflected upon, not just reviewed in its raw or unanalyzed form;
- It is integrated and presented in a context with other information about the institution that creates a holistic view of the institution or program;
- It is cumulative and is corroborated by multiple sources of evidence and/or data; and,
- It is coherent and sound enough to provide guidance for improvement.

For additional information on Accreditation Evidence please see the following ACCJC publications:

Manual for Institutional Self-Evaluation
Guide to Evaluating and Improving Institutions

MSJC EVIDENCE COLLECTION AND INVENTORY PROCEDURES

Each standard workgroup is responsible for compiling and submitting the evidence that supports the bullet summaries in the following manner:

- Evidence should be in electronic format (i.e.: PDF, Word, Excel, Website Hyperlink, etc.)
- Workgroups should maintain a list of all evidence on the Evidence Collection Inventory document (see attached example)
- Evidence should be clearly numbered
- Evidence should be clearly named
- Consistency is key – when referring to evidence in your writing templates please use either the name, number, or both
- When saving a file please use the following naming convention:
    - Standard Name (ex: III.B.4)
    - Evidence Number
    - Evidence Name
    - For example: IIIB.2.2006FactBook (this corresponds to Item #2 on the attached evidence collection list)
- Evidence Collection Inventory worksheets should be submitted along with the standard templates to Rebecca Teague (rteague@msjc.edu), Ted Blake (tblake@msjc.edu)
- Evidence documents/Evidence Collection Inventory worksheets should be submitted to Kristen Grimes (kgrimes@msjc.edu)
- Evidence can be submitted via email, flash drive, CD/DVD-Rom, inter-office mail, or hard copy delivery