



El Camino College
Compton Center

Completing the Self-Evaluation Narrative



Holly Schumacher

Completing the Self-Evaluation Narrative

- ☞ The Style Guide
- ☞ Beginning the Narrative – Using the Evidence Outline
- ☞ The Dos and Don'ts
- ☞ Next Steps

The Style Guide

∞ Refer to the Style Guide Often

- Text should be New Times Roman
- Text should be 12 point type
- Do not indent paragraphs
- When using acronyms be sure to spell out the meaning the first reference, followed by the acronym. The acronym alone may be used after the first reference
- No space before or after hyphens
- Use a four digit format when referring to years
- When referring to Self-Evaluation, capitalize S & E and hyphenate

Beginning the Narrative

☞ Tips

- Write in first person
- Use the active voice
- Be specific, clear and concise

☞ The Standard or Substandard questions

- ☞ Each section or paragraph must begin by restating the standard or substandard from the Guide to Evaluating Institutions – Please see your Evidence Outline
- ☞ Every bullet point must be addressed and should have at least 1 piece of evidence to back up the response

Beginning the Narrative

∞ The Descriptive Narrative

- ∞ The narrative should explain whether or not the Center meets the standard as of today.
 - ∞ If it does, the question needs a concise response with supporting evidence
 - ∞ If it does not, explain the deficiencies and add an Actionable Improvement Plan for immediate implementation
 - ∞ See your team's Assessment of Standards document
 - ∞ Do not add a wish list of improvements
 - ∞ Every Actionable Improvement Plan must be addressed in the next Self-Evaluation Report

Beginning the Narrative

- ∞ Remember not to discuss process unless the question asks for it
 - ∞ The majority of the questions in the Guide to Evaluating Institutions are “Who”, “What”, “Where” and “Does” questions. These do not require explaining a process.
 - ∞ Rule of Thumb: If you can answer “Yes” or “No” to the question, do not add process information.
 - ∞ Why not add process?
 - ∞ It makes the Self-Evaluation Report way too long!
 - ∞ It takes away from the evidence
 - ∞ We want to be concise and let the evidence to shine

Dos and Don'ts

When Referring to the College

☞ Do

- ☞ El Camino College Compton Center
- ☞ Compton Center
- ☞ The Center
- ☞ El Camino College

☞ Don't

- ☞ The main campus
- ☞ The Torrance campus
- ☞ The other campus
- ☞ The Compton campus

Dos and Don'ts

- ∞ Do not hyperlink any evidence yet
 - ∞ The secondary editor will organize the evidence as a reference page at the end of each standard
 - ∞ The secondary editor will also hyperlink all links after testing them
 - ∞ All you have to do is find a ton of great evidence!

Group Work on Narrative

- ☞ Take time now in your group to begin working on tying together your existing narrative material
 - ☞ Be sure to separate each bulleted question by starting a new paragraph with the topic sentence
 - ☞ Remember to edit out process, unless the question asks for it
 - ☞ Be sure to write in first person and make the text sound like one person wrote the material
 - ☞ Keep one writing style

Break

∞ Let's Take a 10 Minute Break!

Next Steps

☞ Evidence Outline is Due – November 20, 2015

- ☞ I will review and send track change edits to each team

☞ Our Next Friday Meeting – January 22, 2015

- ☞ Bob Klier will discuss what he would like to see in the Self-Evaluation Report and I will talk about completing the Summary and Actionable Improvement Plans sections .

☞ Descriptive Narratives are Due - January 29, 2016

- ☞ Each team will receive track change edits from an appointed reviewer from the Steering Committee

☞ Summary & Actionable Improvement Plans Due – Feb. 26, 2016

☞ Completed Report Due – March 25, 2016

☞ Turn Document Over to Secondary Editor – April 2016

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Questions?

Should you have any further questions...

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