

## **Details for Preparing Responses to Standard Two, Year Three Self-Evaluation Report for NWCCU**

Portland Community College complies with accreditation policies and practices of the Northwest Commission on Colleges and Universities for the benefit of the institution and the students it serves. Advantages of accreditation include:

- Credits offered are transferrable to other colleges and universities.
- Degrees from an accredited institution are recognized by employers.
- Students have access to and are eligible for federal financial aid.
- The college is eligible for state and federal grants and funding.
- The college is widely recognized and able to improve and measure the effectiveness of its programs and efforts against state and nationally recognized norms and trends in higher education.
- The accreditation process fosters excellence in education and continuous self-study and evaluation.

**On March 1, 2012 the college will submit its Year Three Self-Evaluation Report.** This report requires tremendous input from the college community to address the 82 elements of Standard Two. For those of you “assigned” to help facilitate this effort, here are some guidelines to help provide information and structure to the process.

**All draft responses to Standard Two need to be submitted to Jan Wetzel Volinski no later than Wednesday, January 11, 2012.** Please send an electronic version to [jwetzel@pcc.edu](mailto:jwetzel@pcc.edu). If you have any questions, Jan can be reached at x4469.

Many of the elements in Standard Two reflect those that were part of the college’s ten-year self-study completed in 2005. However, the revised process for accreditation is looking for us to **address the elements in an abbreviated and as succinct manner as possible. We only have 50 pages total to cover all 85 elements of Standard Two. Please keep responses to each of the elements to less than one page, preferably one-half page.** When combining so many responses it is also helpful if everyone uses the same font, font size and margins. **Please use one inch margins, Arial font in size 12, and limit the use of tabs, etc. that take a lot of time to undo, keep it simple. Also, please include a list of names and titles of everyone who helped in the process of addressing each of the elements to which you were “assigned” as the primary contact.**

You might be interested in reading how two other colleges managed this task. Both Tillamook Bay Community College and Rogue Community College recently completed comprehensive self-studies that include what we are required to cover in our Year Three Self-Evaluation Report. Tillamook Bay Community College covered Standard Two on pages 14-62 in the attached link. <http://www.tbcc.cc.or.us/~stratplan/assets/accred/se2011tbcc.pdf>

Rogue Community College covered Standard Two on pages 27-89 in the attached link. <http://www.roguecc.edu/Accreditation/pdf/2011ComprehensiveSelf-Eval.pdf>

**NWCCU no longer provides a list of required or suggested evidence to support our responses. However, they do expect us to provide them with evidence to support our responses or clarify details.** Below is the list of evidence that Tillamook Bay Community College used in their recent report for Standard Two. **Evidence can be electronic or hard copy. Electronic is preferred. Please check all links prior to submitting your responses to assure they are accurate.**  
<http://www.tbcc.cc.or.us/~stratplan/docs2011.html>

**Thank you for your participation and expertise in this important process.** Please do not hesitate to contact Chris Chairsell or Jan Wetzel Volinski if you have any questions. We will periodically check in with you over the course of the next few months you to see how things are progressing. **Please note in your calendar that we are scheduled for a site visit by a five-member evaluation team from Monday, April 30 – Wednesday, May 2, 2012.** Many of you will be asked to participate in the site visit. **THANK YOU!**