

## Details for Preparing Responses to Year Seven Self-Evaluation Report for NWCCU

Portland Community College complies with accreditation policies and practices of the Northwest Commission on Colleges and Universities (NWCCU) 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 2, 2015 the college will submit its Year Seven Self-Evaluation Report.** This comprehensive report requires tremendous input from the college community to readdress the 85 elements of Standard Two since our last report in spring 2012. The other 25 elements in Standards One, Three, Four and Five are being addressed by a smaller sector of the college community. Here are some guidelines for those of you “assigned” to help facilitate this effort as primary or secondary contacts for one or more of the elements.

For our Three Year Self-Evaluation in spring 2012, all of the 85 elements of Standard Two were addressed. **For the Year Seven Self-Evaluation Report we need you to review your assigned response(s) included in the Year Three Self-Evaluation Report and update or, if necessary, completely rewrite the response. Responses should cover everything through the end of fall term, 2014, at a minimum, or through winter or spring terms, 2015, if you have those details available to include in your response.** Please make sure your response(s) include(s) specific details and examples so that our report speaks to the opportunities and challenges at PCC verses being so broad that the information could be applicable to almost any community college. If one of your assigned elements reads, “Consistent with its mission and core themes.....,” please make sure your response addresses these items. This piece was missed by a few responses in our 2012 report. The College’s mission and core themes are attached. The task this time around should be less time consuming then it was when we initially addressed the elements from scratch for the 2012 report. **Now is your opportunity to add some bling!**

**NWCCU no longer provides a list of required or suggested evidence to support our responses.** However, they expect us to provide evidence to support our responses or clarify details. Evidence can be electronic links or hard copy. Electronic is preferred. Please check all links prior to submitting your responses. If a link is being included to provide further detail regarding a specific response, embed the link in the narrative. If a link is being included to provide more global information, list it at the end of your narrative. When linking, make sure that the text in the link matches the title of what you are linking to (i.e. Graduation Rates for FY 2014-2015). **Links provided for the Year Three Self-Evaluation Report were either embedded in the context of the narrative or can be found in a table in the Report on pages 6-10 under the specific standard and element number. We will only include the new links you provide us, even if they are the same as what was previously provided.**

**Format:** 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. You are welcome to use charts, graphs or other visuals to better capture or illustrate your response(s). **Also, please include a list of names, titles, and District or campus affiliation of everyone who helped in the process of addressing each of the elements to which you were “assigned” as the primary contact.** This list is compiled and becomes an important part of the report.

**All draft responses to Standards Two and Three need to be submitted to Jan Wetzel Volinski no later than Friday, December 19, 2014.** Please send an electronic version to [jwetzel@pcc.edu](mailto:jwetzel@pcc.edu). Any evidence that presents itself better in hard copy, can be sent to Jan Wetzel Volinski, SYL LIB 102. If you have any questions, Jan can be reached via email at [jwetzel@pcc.edu](mailto:jwetzel@pcc.edu) or on her cell at 503-437-0202.

**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 three months 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 27 - Wednesday, April 29, 2015.** Many of you will be participating in the site visit. **THANK YOU!**