

Del Mar College's

Self-Study 2000:

11, November 30, 1999

A newsletter devoted to the successful reaffirmation of Del Mar's accreditation with the Southern Association of Colleges and Schools in December of 2000.

From the Self-Study Director:

Last month's newsletter mentioned two of the topics that SACS representatives might ask Del Mar employees about during the reaccreditation visit next spring. In this issue, the focus is on specific sections of the *Self-Study Report* that office supervisors should be aware of and documents that they should have close at hand in case they are interviewed.

First, supervisors should check to see that they have evidence of their department's activities, especially planning and evaluation. The list below includes typical examples of such documents. Second, on the back of this sheet is a short review of several topics that interviewers are likely to ask about. Between now and mid-February, office managers may want to think about how to answer such questions.

Documents for Supervisors of Instructional Programs

1. Unit plans for 1997-1998, 1998-1999, 1999-2000 and assessments of the first two years' plans, plus evidence of how your office has used the results of those assessments.
2. Your office's most recent program review, plus an update of your progress toward reaching the goals identified in the review.
3. *Achieving the Mission: Strategic Plan, Del Mar College, 1997-2002.*
4. The most recent reviews from accrediting agencies other than SACS.
(See next column, please.)

Countdown:

The Reaffirmation Visiting Committee from SACS will arrive on Del Mar's campus in:

76 days

Are you ready?

The Visiting Team's First Day On Campus Will Be February 15, 2000.

(Continued from previous column.)

5. Comparison of student learning outcomes in distance learning courses and on-campus courses.
6. Records of students awarded credit by advanced placement or by evaluation of coursework at another institution, military experience, certification, or experiential learning. (See also pp.90-94 in the *Report*.)
7. Course syllabi.
8. Student degree plans.
(See reverse, please.)

(Continued from front.)

9. Evidence of professional development activities of your faculty and staff.
10. Minutes of departmental meetings and committee meetings.

Documents for Supervisors of Non-instructional Offices

1. Unit plans for the last three years and assessments of the 1997-1998 and 1998-1999 plans.
2. Long-range planning documents and evidence of progress toward those goals.
3. Other evidence of self-assessment of office procedures.
4. Recent external audit reports and evidence of steps taken to correct problems mentioned in those reports.
5. Office policies and schedules (for example, maintenance schedules, safety plans, purchasing guidelines, investment plans).
6. Evidence of professional development activities of your staff.
7. Minutes of office meetings.

Other Important Areas

At various times, the self-study *Newsletter* has published sets of specific questions that the visiting reaffirmation committee might ask when they visit in February. Since every question that visiting committee members might ask can't be identified, preparation for the visit should include a general familiarization with a number of areas of the College's work. Ordinarily, this will involve a review of College policy, and in some cases the *Self-Study Report*.

For example, the visiting team is likely to
(See next column, please.)

For More Information
about SACS:
www.sacs.org

(Continued from previous column.)

take an interest in institutional effectiveness in all areas of the College. Beginning on page 43 of the *Report*, the self-study Committee on Institutional Effectiveness discusses the history and current status of institutional effectiveness at Del Mar, a background that may be valuable for anyone who has to discuss effectiveness with any of the visiting committee members.

Chairs, deans, and unit managers could be expected to discuss institutional budgeting, purchasing, inventory, or space management. These areas are discussed by the Committee on Financial Resources and the Committee on Physical Resources on the following pages of the *Report*: budgeting (pp. 297-302), purchasing and inventory (pp. 306-309), and space management (pp. 322-325).

In the academic areas, deans and chairs (and perhaps faculty members) may be asked about how the College's curriculum is developed and evaluated. The Committee on Educational Program begins its discussion of Del Mar's curriculum on page 102 of the *Report* and describes how curriculum is established and evaluated on pages 104 and 105. These areas of the report provide a useful background for anyone who might be asked how new courses are created at Del Mar or how the curriculum is reviewed.

To review the self-study calendar, meeting minutes, and other links, please see the self-study webpages. Link through Del Mar's homepage, **www.delmar.edu**; then look under Instructional Programs or Administrative Resources.

In addition, the complete text of the *Self-Study Report* is now online in PDF format.