



Midterm 2023 Drafting Guidelines

OVERVIEW OF STANDARDS

ACCJC reviews colleges according to these four standards:

- I. Mission, Academic Quality and Institutional Effectiveness, and Integrity
- II. Student Learning Programs and Support Services
- III. Resources
- IV. Leadership and Governance

NARRATIVE

Please back up all work on an external drive other than in the Google Drive. Use an external hard drive, USB thumb drive, personal laptop, or elsewhere.

Content: Writing Co-Chairs will draft narratives in the following areas:

1. Quality Focus Essay (QFE) #1
2. Quality Focus Essay (QFE) #2
3. Quality Focus Essay (QFE) #3
4. Recommendation (REC) #1
5. Recommendation (REC) #2

The focus of narratives should be recent past and current initiatives showing outcomes that exemplify quality in the institution's operations (QFEs), or progress toward the institution's recommendations (RECs).

Narratives should describe action taken at Hartnell and the results from January 2019 - September 2022.

Narratives may address these areas and other relevant areas:

- a. Aspirations set, and met by Hartnell College
- b. Focus on students
- c. Use of evidence and analysis to inform programs, decisions, or resources
- d. Continuous improvement
- e. Innovations and the results
- f. Collaboration and collegial governance
- g. Resource allocations
- h. Commitments of constituents and partners (faculty, staff, administration, community)

Style: Organize by chronology or topic, whichever suits the essay.

Narratives are to be brief (500 words or less). If more detail is needed, the team will request it.

Refer to staff by the name of their position (not the individual's name).

Please write out all acronyms with the first mention, provide the acronym in parentheses, and then use the acronym in later references.

Ex. College Planning Council (CPC)



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If you mention evidence in the narrative, please reference (in parentheses) the exact name of the item as it is listed in the evidence folder.

Refer to relevant qualitative or quantitative data in the narrative and file the data in the evidence folder.

If you refer to a web page in the narrative, please provide a link and enter an item in the evidence folder with a pdf of the web page. This will save the evidence, even if the content or link are changed on the web site.

How to turn a webpage into a pdf:

1. From the webpage you want to save hit ctrl-p
2. From the pop-up, change the destination to "save as pdf" and click "save"
3. From the next page you can rename the file and choose a location to save it
4. Hit "save"

Use Times New Roman 12-point font.

EVIDENCE

Please create a separate back-up collection of evidence on an external drive other than in the Google Drive. Use an external hard drive, USB thumb drive, personal laptop, or elsewhere.

Content: Please collect evidence during the reporting period, beginning Spring 2019. Include items such as agendas and minutes, data reports, attendance rosters, survey results, and goal-setting or planning documents.

Filing and Naming Method: Place items of evidence in the related folder.

Add the name of each item to the List of Supporting Evidence in the related folder.

Name items according to the following convention:

QFE # or REC # Title (1-2 words) Date

The date will be the date the item took place, not the date that you file it in the evidence folder.

Dates will be YY-MM-DD

If an event is ongoing, use the start date of the event as the day.

For example, the event is a Career Fair held on March 15, 2022. The evidence includes a flyer announcing the fair, a roster of the presenters, and an attendance sheet.

QFE 2 Fair Flyer 22-03-15

QFE 2 Fair Roster 22-03-15

QFE 2 Attendance 22-03-15



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If you are saving a web page as evidence, please save the web page as a pdf and enter an item in the evidence folder. This will save the evidence, even if the content or link are changed on the web site.