



**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON TECHNICAL AND CAREER INSTITUTIONS**

Judi Fletcher
jfletcher@neasc.org

To: Heads of Schools/Centers and Self-Study Coordinators
Schools/Centers with CTCI Visits in Fall 2017 or Spring 2018
From: Judi Fletcher
CTCI Administrative Assistant / Team Coordinator
Direct Line: 781-425-7743
NEASC Fax: 781-425-1001
Email: jfletcher@neasc.org
Date: August 14, 2017

As a school/center working on completing a self-study in anticipation of a 2017 or 2018 accreditation visit, you have been introduced to NEASC’s new online accreditation portal (www.acceportal.org/ctci). To create a more expansive and informative self-study report, two new sections have been added to the self-study template. The first new section follows the School and Community Profile, while the second new section is part of the conclusion at the end of the report. Descriptions of the two new sections follows.

II. Impactful Changes and Critical Strengths

II. Impactful Changes and Critical Strengths

| Edit | Item | Last Edit | Status |
|-------------------------------------|---|-----------|--|
| <input type="button" value="Open"/> | II. Impactful Changes and Critical Strengths  Instructions for completing the section | | <input type="button" value="Mark Complete"/> |
| <input type="button" value="Open"/> | School/Center's Identification of Changes - Previous Cycle  Response area for section | | <input type="button" value="Mark Complete"/> |
| <input type="button" value="Open"/> | School/Center's Identification of Critical Strengths (CS) by Standard  Response area for section | | <input type="button" value="Mark Complete"/> |

As shown on the image above, there are three options to choose from in this section.

1. II. Impactful Changes and Critical Strengths: This area provides instructions for completing the section. This area is for informational purposes only and does not require a response.
2. School/Center’s Identification of Changes – Previous Cycle: The school/center is requested to create a narrative detailing changes that have been enacted and / or actions taken which have made measurable positive impacts on student achievement and well-being since the last decennial visit, providing the

incoming visiting team with a snapshot view of the school/center's changes and progress. Examples of changes could include receiving funding for a new building, creating new reciprocity agreements with postsecondary institutions, or initiating an advisory program.

3. School/Center's Identification of Critical Strengths (CS) by Standard: Upon accessing this section of the report, the user will be prompted to list the school/center's Critical Strengths by Standard using a MS Word document template (provided within the online accreditation portal, and at the end of this document). The school/center will then upload the completed document to the online portal using the "add files" function. The visiting team will review the school/center's self-identified strengths and will use this information in their visiting team report.

Conclusion

V. Conclusion

| Edit | Item | Last Edit | Status |
|----------------------|---|-----------|-------------------------------|
| Open | V. Conclusion  Instructions for completing the section | | Mark Complete |
| Open | School/Center's Plans for Innovation and Change  Response area for section | | Mark Complete |
| Open | Action Steps to Improve Alignment of FAI With Standards  Response area for section | | Mark Complete |

As shown on the image above, there are three options to choose from in this section.

1. V. Conclusion: This area provides instructions for completing the section. This area is for informational purposes only and does not require a response
2. School/Center's Plans for Innovation and Change: The school/center is requested to create a narrative identifying and expanding upon the school/center's plans for innovation and change which will hopefully have positive impacts on student achievement and well-being at the school/center. The school/center has the ability to upload files in support of these future initiatives and changes to the portal.
3. Action Steps to Improve Alignment of FAI with Standards: The school/center should use this section of the portal to identify its Focus Areas of Improvement (FAI) and the actions steps the school/center plans to put in place to improve the alignment with the standards. The school/center will identify the standard and related indicator to be improved, the steps to achieve improvement, who at the school/center will monitor the action and progress, the timeline, the necessary resources, criteria for completion/success, and the impact result of strengthening the alignment with the standard. A template is provided for schools/centers to follow to complete this requirement, as well as a sample report to use as a guideline. Both the template and the sample report are attached to this document.

These new sections will be reviewed by the visiting team during their decennial visit to the school/center and will be incorporated into the visiting team report.

Please review the attachments to this document, and the self-study report within the online accreditation portal. If you have any questions on the new process, or difficulty accessing the portal, please contact Judi Fletcher at jfletcher@neasc.org or 781-425-7743.

LIST OF SCHOOL/CENTER'S CRITICAL STRENGTHS

| <u>Related Standard(s)</u> | <u>Critical Strengths</u> |
|----------------------------|---------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

FOCUS AREAS OF IMPROVEMENT (FAI), BY ACTION STEPS, TO IMPROVE ALIGNMENT WITH STANDARDS

Please use a separate table for each FAI

| Related Standard & Indicator, and FAI | Action steps to achieve improvement | Persons taking and monitoring action | Timeline | Resources needed | Criteria for completion/success | Impact on strengthening the school/center's alignment with the Standard |
|--|--|---|-----------------|-------------------------|--|--|
| | | | | | | |
| | | | | | | |

SAMPLE REPORT

FOCUS AREAS OF IMPROVEMENT (FAI), BY ACTION STEPS, TO IMPROVE ALIGNMENT WITH STANDARDS

Please use a separate table for each FAI

| Related Standard & Indicator, and FAI | Action steps to achieve improvement | Persons taking and monitoring action | Timeline | Resources needed | Criteria for completion/success | Impact on strengthening the school/center's alignment with the Standard |
|---|---|--|-----------------|---|--|---|
| Standard 1 Indicator 5 Display and communication of school/center's Core Values, Beliefs, and Learning Expectations | Properly display statement of Core Values, Beliefs, and Learning Expectations on school website, and in printed materials such as handbooks, publications, etc. | Director of IT Principal Director of Graphic Arts Department | Ongoing | Cost of print for next year's student handbooks | Review of statement displays to ensure accuracy and cohesiveness | Ensures the Core Values, Beliefs, and Learning Expectations remain current and vibrant within the school community. |
| | | | | | | |