

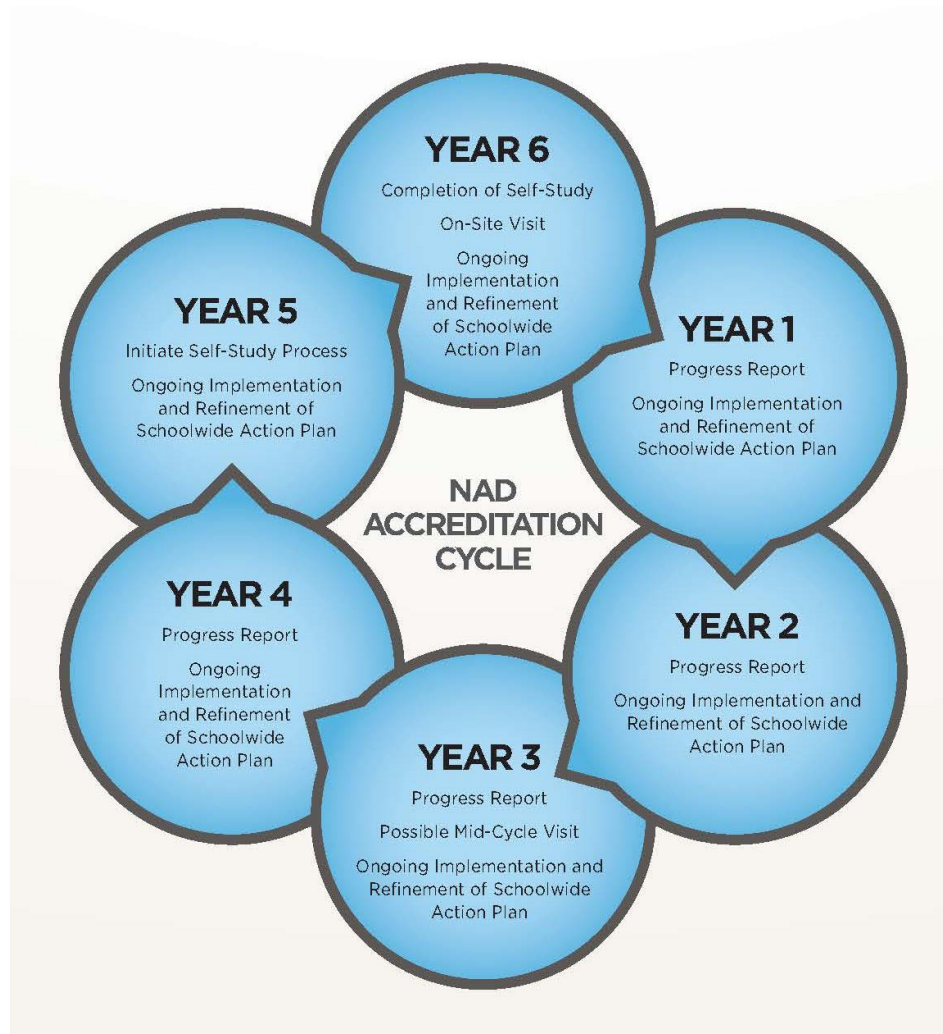


## EDUCATION

Seventh-day Adventist Church  
SOUTHWESTERN UNION

### Self-study Report

The completion of the Self-study Report, which is a major part of AAA Accreditation, is a critical step in the CSI evaluation process. The results of this step help inform the response to the question, "Is what we are doing making a difference?" The Self-study typically occurs every six years and provides a longitudinal look at the school's progress toward the fulfillment of their CSI Plan as well as Visiting Committee recommendations from the last Self-study. Implementation and refinement of the CSI Plan is ongoing during the six-year cycle, with the completion of the Self-study taking place during Year 6. If a school does not have a CSI Plan, they can follow the steps outlined in Steps 1-5 and develop one at any point in the cycle.



## Organizational Roles and Responsibilities

The completion of the Self-study Report depends upon the cooperative efforts of the following: school board, principal, teachers, parents, learners, members of constituent churches, and personnel from the union and local conference offices of education.

### Overview of Roles and Responsibilities

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The success of the evaluation process depends upon the cooperative efforts of the following: school board, principal, teachers, parents, learners, members of constituent churches, and personnel from the union and local conference offices of education. The primary responsibilities of those involved in the accreditation process are indicated below.

#### 1. NORTH AMERICAN DIVISION COMMISSION ON ACCREDITATION

The North American Division Commission on Accreditation is responsible for establishing and voting guidelines, criteria, and procedures for the evaluation of schools, as well as vote terms of accreditation. It officially represents the AAA in the North American Division.

#### 2. NORTH AMERICAN DIVISION OFFICE OF EDUCATION

This office is responsible for supervising the accreditation process in the K-12 schools and K-12 schools with Pre-K classrooms in the North American Division. The vice president for education serves as chair of the NADCOA.

#### 3. UNION CONFERENCE OFFICE OF EDUCATION

The responsibility of this office is to in-service the local conference office of education and school personnel on the evaluation process. The union conference office of education is responsible for overall supervision of the evaluation process for junior and senior academies in the union conference.

#### 4. LOCAL CONFERENCE OFFICE OF EDUCATION

This office is responsible for overall supervision of the evaluation process for the elementary schools in the conference and for reviewing and approving self-study documents before distribution to the Visiting Team.

#### 5. PRINCIPAL

As the agent of the school board, the principal is responsible for organizing and supervising the self-study process at the school.

#### 6. SCHOOL BOARD

The local school board is responsible for providing support to the principal and teams in the preparation of the Self-study Report. This school board is to review and approve the Self-study Report, including all action plans.

#### 7. COORDINATING TEAM

The Coordinating Team is composed of the principal and representatives from the Standards Assessment Teams (SAT) and school board. It is responsible for:

- a. Appointing 3-5 members to serve on each SAT.
- b. Coordinating and monitoring the self-study process to ensure completion of the Self-study Report according to an approved time line.
- c. Identifying and building consensus on significant school-wide areas needing improvement.
- d. Overseeing the development of school-improvement action plans.
- e. Establishing an ongoing follow-up process to monitor the implementation and accomplishment of each action plan.

#### 8. STANDARDS ASSESSMENT TEAMS

The Standards Assessment Teams are composed of staff, parents, and school board members and are responsible for assessing the school in the nine standards which are the core of the evaluation process. Team members should be knowledgeable of the mission, operation, successes, and challenges of the school and qualified representatives from the varying grade levels should be included as team members.

#### 9. VISITING TEAM

The Visiting Team is responsible for:

- a. Preparing for the on-site visit by reading and analyzing the Self-study Report for the purpose of drafting preliminary commendations and recommendations.
- b. Validating the Self-study Report by observing the school in operation; visiting classes; and interviewing administrators, teachers, learners, and others.
- c. Preparing a report that commends the school for its areas of strength, validates action plans, and recommends specific actions to support school improvement.
- d. Recommending a term of accreditation based on the Self-study Report and on-site findings.

### Steps in Completing the Self-study

The Self-study Report is to be completed in the online platform, Accreditrac. The Conference Superintendent will give appropriate individuals access to Accreditrac.

1. Principal lists members and contact information of the Coordinating Team and Standards Assessment Teams.
2. Principal collects evidences (digital copies preferred) to share with the Visiting Team (see Essential Evidences in [Standards for Accreditation of Seventh-day Adventist Schools](#)).

3. Coordinating Team, with assistance from Principal, completes the School Profile and Annual Program Report on Accreditrac.
4. Standards Assessment Teams:
  - Evaluate each standards statement and the indicators of implementation.
  - Collect and record evidences that support the implementation of the indicator.
  - Complete the school response in a short narrative that describes how the evidences support the implementation of the indicator. Small Schools have the option of completing one narrative per standard vs one narrative per indicator.
  - Determine by consensus the extent to which each indicator has been met.
  - Determine the overall rating for the standard. If the overall rating is 2 or below, a recommendation for development of an action plan should be made to the Coordinating Team.
5. Standards Assessment Teams administer the surveys as follows:
  - Student Survey: The team responsible for the standard Learning Climate
  - Parent Survey: The team responsible for the standard Communication and Collaboration
  - Teacher Survey: The team responsible for the standard Sustainable Leadership
6. Coordinating Team revises or develops a CSI Plan based on the significant schoolwide areas that need improvement as identified in the completed Self-study sections (see sample and template).

### **Accreditrac Workflow**

A video is available on Accreditrac that provides an overview of the platform.