

From: [Gamba, Ray](#)
To: [LTCC Accreditation 2025](#)
Subject: Follow-Up to Advanced ISER Training
Date: Thursday, February 9, 2023 11:42:44 AM
Attachments: [LTCC Accreditation 2025 Evidence Reference Guidelines.pdf](#)
Importance: High

Dear LTCC Accreditation 2025 Team,

I want to thank you for your participation in last Friday’s Advanced ISER Training. I am grateful for your time, effort, and dedication to this process in a difficult Winter quarter. As promised, I want to follow up with the next steps. This is a lengthy email so please be patient and read it thoroughly.

- We are asking each team to submit one sub-standard (more are welcomed!) write up by **February 16, 2022, 5pm**. We want to provide some feedback by early March to make sure we are all working in a similar direction.
- For each sub-standard please write a narrative for both the Evidence of Meeting the Standard and Analysis and Evaluation
- Cut a paste your responses from the Standard Template into the [LTCC Accreditation 2025 Draft](#)
- Attached are instructions for how to reference the evidence along with a common reference labeling system.
- When reviewing your work please refer to the following:
 - Use the [ACCJC Guide](#) if you are struggling to find evidence
 - Use the Sample ISERS:
 - [West Valley College](#)
 - [Santa Ana College](#)
 - Evaluate your response with What did you do?, why did you do it? What were the results? and What did you learn?
- The Goal this quarter is to have a “dirty” or working draft of all the 120 standards by **March 30, 2023**.
- We will be sending out 365 invitations to weekly Writing Days to set aside time to write and collaborate with our colleagues. We are asking supervisors to be flexible with these times.
- Review the timeline for this entire process.

LAKE TAHOE COMMUNITY COLLEGE ACCREDITATION MILESTONES: FALL 2022 – WINTER 2025

| 2022-23 | |
|--------------------|---|
| Fall 2022 | <ul style="list-style-type: none"> • ISER timeline, Accreditation Writing Teams, and Quality Focus Essay (QFE) writing team finalized by <u>September 30, 2022</u> • Accreditation writing teams and Trustees trained by <u>October 31, 2022</u> • Teams begin to collect key evidence and submit outlines of standards sections by and QFE focus determined <u>December 15, 2022</u> |
| Winter 2023 | <ul style="list-style-type: none"> • QFE drafted by, working drafts with rich evidence of standards sections finalized and edited by writing teams, other ISER sections, and Board Docs Repository completed by <u>March 30, 2023</u> |
| Spring 2023 | <ul style="list-style-type: none"> • Gap Analysis conducted by <u>April 30, 2023</u>, by writing teams and Quad Chairs • Writing Teams submit final evidence by <u>May 15, 2023</u> |

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|-------------------------------|--|
| | <ul style="list-style-type: none"> • Writing Teams read Standards sections drafts, give feedback by <u>June 1, 2023</u> • ISER Draft to campus community by <u>June 1</u> for feedback by <u>June 30, 2023</u> • ISER Input through forums, focus groups, and surveys by <u>June 30, 2023</u> |
| 2023-24 | |
| Summer 2023 | <ul style="list-style-type: none"> • Graphic Design and final editing of document begins and continues through <u>December 15, 2023</u> • Team required to prepare for campus visit in fall of 2024 determined by <u>August 30, 2023</u> |
| Fall 2023 | <ul style="list-style-type: none"> • Update to campus community at Convocation in <u>September 2023</u> • Final ISER DRAFT Completed by <u>October 31, 2023</u> • Review completed by Quad Chairs by <u>November 30, 2023</u> • Final ISER to campus community and sent to ACCJC by <u>December 15, 2023</u> |
| Winter 2024 | <ul style="list-style-type: none"> • Formative Review by ACCJC Peer Review Team in <u>February 2024</u> • ACCJCC Peer Review Team responds with Core Inquiries in <u>March 2024</u> |
| Spring and Summer 2024 | <ul style="list-style-type: none"> • Quad Chairs with support of writing teams provide clarification on Core Inquiries to Peer Review Team • Other responses and additional evidence provided as requested through Formative Review process • Resubmission of changes/revisions and additional information • Campus team organizing for visit prepares |
| 2024-25 | |
| Fall 2024 | <ul style="list-style-type: none"> • Update to campus community at Convocation in <u>September 2024</u> • ACCJC Focused Site Visit <u>October 2024</u> |
| Winter 2025 | <ul style="list-style-type: none"> • ACCJC Commission Decision in <u>January 2025</u> |

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I sometimes respond to email outside of typical business hours. At LTCC, we value and respect flexible work arrangements so please respond when you are working.



**Lake Tahoe Community College
LTCC Accreditation 2025
Evidence Reference Guidelines**

Purpose

We need to establish evidence reference guidelines as we prepare the first draft of the LTCC 2025 ISER.

General Tips: Use the [ACCJC Guide](#) if you are struggling to find evidence. Use the Sample ISERS: [West Valley College](#), [Santa Ana College](#)

Formatting Evidence for Submission with the ISER (From ACCJC Guidebook)

The Commission requires institutions to provide a copy of each evidentiary document cited so that there is a full record of the information available at the time of the comprehensive peer review. Therefore, when citing an institutional webpage as evidence, institutions are asked to “freeze” the page as a PDF or screenshot so that the evidence is not inadvertently moved or overwritten during a website update. Links from the ISER to a live website are strongly discouraged, as peer reviewers and/or Commissioners may sometimes need to work with the documents offline.

As described in Section 3.7 of this *Guide*, institutions must upload a copy of the final ISER and all evidence files to ACCJC’s secure cloud service unless otherwise instructed by their staff liaison. Please note that the Commission expects that the ISER submitted by the institution will contain links to the evidence files that have been uploaded, rather than to a repository or live page on the institution’s website.

As the final evidence documents are selected for inclusion in the ISER, please use the following good practices for formatting the evidence files:

1. Develop standardized abbreviations and file/folder naming conventions as appropriate to your institution, and use them consistently.
2. Use file names with 27 characters or less when possible.
3. Begin each file name with a reference number that identifies the Standard in which the evidence is referenced for the first time (e.g., 1A1-01_MissionStmnt; 1B1- 10_2020StratPlan). If the document is cited again in a subsequent Standard, use the same reference number.
4. Avoid using filenames containing spaces, periods, slashes, or backslashes. (Hyphens and underscores are fine.)
5. Consider highlighting relevant portions of a document or providing specific page numbers to help readers quickly focus on pertinent information. This is particularly helpful for lengthy documents.

LTCC Reference Practice

We will use the following as our evidence naming standard (several example from the various sub-standards follow):

IA1_01, IA1_02, IA1_03, IA1_04...

IIB2_01, IIB2_02, IIB2_03...

IIIC3_01, IIIC3_02...

IVA1_01...

Please put your evidence in the corresponding sub-standard folder in our LTCC Accreditation 2025 SharePoint.

Any Questions? Contact Ray Gamba, gamba@ltcc.edu ,or Elizabeth Balint, balint@ltcc.edu .