APPENDIX I

Recommended Steps for Self-Study Team and Writing Self-Study Report

The following steps are provided as a recommended guide for completing the self-study report. Each program/area head and CPR Process Facilitator should create a process that will meet their needs.

1. Introductory meeting
   a. Charge from Vice President for Student Affairs
   b. Review of CPR process

2. CAS overview and introduction (Director of Student Affairs Assessment, Research and Staff Development)
   a. Purpose of CAS
   b. Organization of the Self-Assessment Guide
   c. Steps in the Self-Assessment Process
      i. Assemble self-study team
      ii. Understand CAS standards and guidelines
      iii. Compile and review documentary evidence
      iv. Judge Performance
         1. Rating examples
         2. Using guidelines to make judgments about the program
      v. Formulate an Action Plan/Self-Study Report

3. Evidence brainstorm and gathering
   a. Review the descriptive introduction to each part and the criterion measures.
   b. As a group, brainstorm what evidence exists for each part of the 12 parts of the CAS Self-Assessment Guide. The team would only brainstorm available evidence during this step; they would not make performance judgments.
      i. It may be useful to split evidence brainstorming up into 2-3 meetings where parts 1-4, 5-8, and 9-13 are discussed sequentially.
      ii. As evidence is discussed and listed, it may be useful to assign team members evidence to locate and save to the shared drive (to distribute the workload).
c. The CPR Process Facilitator should create a location on the shared drive to save evidence and provide the team with a timeline for saving evidence. The CPR Process Facilitator may wish to give the team three deadlines to align with the content of the brainstorming meetings of a final meeting.

d. After the deadline has passed, the CPR Process Facilitator should review the evidence submitted to ensure it aligns with what was discussed during the evidence brainstorming meeting(s).

4. Individual performance judging
   a. The CPR Process Facilitator should assign parts of the Self-Assessment Guide to team members for individual judging where they independently access and review the evidence and then rate the criterion measures. Some facilitators may prefer to conduct the individual judging in a meeting where team members can review hard copies of evidence or access evidence from the shared drive. In the event that individual rating is preferred, the CPR Process Facilitator should give the team a deadline for individual performance judging.
   b. It may be useful to split individual performance rating up into three parts (similar to the structure listed above) to break up workload.
   c. The CPR Process Facilitator should collect the ratings from all team members and create a grid showing all ratings and mean.

5. Group performance judging
   a. The CPR Process Facilitator should gather the team to share individual ratings and means.
   b. The team should discuss each criterion measure and finalize a collective rating.
      i. This typically incorporates considerable discussion among team members to assure that all aspects of the program were given fair and impartial consideration prior to a final collective judgment. At this point, persistent disagreements over performance ratings may call for additional data collection.
      ii. It may be useful to split group rating up into three parts (similar to the structure listed above) to break up workload.
   c. After finalizing ratings for each section, the open-ended questions should be completed in each part.
      i. Team should brainstorm content for the answers.
      ii. It may be useful to assign team members answers to draft a response.
      iii. The CPR Process Facilitator should provide a deadline to the team to submit the draft responses.
      iv. The team should review the draft answers and provide feedback. The CPR Process Facilitator should provide a deadline to the team to provide feedback.
v. The CPR Process Facilitator should finalize the responses to the open-ended questions.

   a. Complete the introduction, description of department and findings and recommendations made during previous review sections of the report (when applicable).
      i. The team should brainstorm the content that will be included in each of these sections.
      ii. The CPR Process Facilitator may then wish to distribute these sections to team members to draft the narrative (to distribute workload).
         1. These sections include the following (see Appendix H for the Detailed Outline of Self-Study Report):
            a. Introduction
            b. Description of the Division of Student Affairs department
               i. Brief history of the department
               ii. Department overview
               iii. Statement of Purpose
               iv. Programs and services
               v. Professional development, research and creative activity and funding to support such initiatives
               vi. Findings and recommendations made during previous reviews (if applicable)
      2. The CPR Process Facilitator should provide a deadline to the team to submit the draft narrative.
      3. The team should review the draft narrative and provide feedback. The CPR Process Facilitator should provide a deadline to the team to provide feedback.
      4. The CPR Process Facilitator should finalize the narrative for these sections.
   b. Complete the findings and recommendations and program action plan sections of the report.
      i. The team should brainstorm the content that will be included in these sections of the report.
      ii. The CPR Process Facilitator may then wish to distribute these sections to team members to draft the narrative (to distribute workload).
         1. These sections include the following (see Appendix H for Detailed Outline of Self-Study Report):
            a. Findings and recommendations (Work Forms A, B and C can assist with developing this section but are not required)
               i. Identify areas of program strength
               ii. Identify areas of program weakness
               iii. Describe practices requiring follow-up
iv. Summarize actions required for the program to meet standards
v. Summarize program enhancement actions
b. Program Action Plan
2. The CPR Process Facilitator should provide a deadline to the team to submit the draft narrative.
3. The team should review the draft narrative and provide feedback. The CPR Process Facilitator should provide a deadline to the team to provide feedback.
4. The CPR Process Facilitator should finalize the narrative for these sections.
c. The CPR Process Facilitator creates a final version of the report and submits it to the Director of Assessment, Research and Staff Development.