Helpful Hints for Getting Started

EdCap

Fall 2013

1. Organizational meeting to review material on flash drive and divide up standard.
2. Identify one person who will compile information (probably one of the co-chairs but up to workgroup) and that person will keep the flash drive.
3. Identify people on campus who can help—including Student Services, Classified Staff and faculty. EdCAP co-chairs would be happy help with this.
4. Put all documents that you find on to the flash drive. If there are only hard copies available, please give them to the EdCap co-chairs and we will scan them and return them to you in e-format so they can be placed on the flash drive.
5. Emails that were sent to the MC Accreditation address have already been loaded on to your flash drives and the workgroup can search for evidence in that folder. Once you find evidence about your standard, please move the email to the Evidence File/Folder.
6. Previous self-study and the Guide to Evaluating Institutions can be found on your flash drive.
7. A worksheet/table for each standard is on your flash drive. Try to fill out as much as possible.
8. You are not expected to fix things or suggest solutions. Rather you are identifying missing evidence—either because it is not readily available OR because it does not exist.
9. When your workgroup reports out, use the table and review the areas where there are gaps.

**Report out dates:**

March 2015 meeting: Standard I, III, IV

April 2015 meeting: Standard II & DE