The accreditation theme is “Weaving Our Story” so we are looking for narrative and evidence that tell the story of our College policies, processes, and practices, and evidence that makes the story understandable to an audience of readers who are not familiar with Mt. SAC.

**Getting started**: Use the SharePoint link provided by your Team Liaison to access the current draft of the standard narrative and the evidence folders.

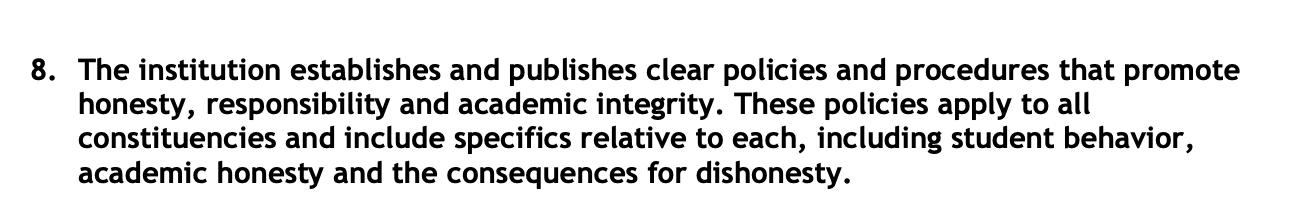
Each Finishing Team member will add input via comments about the narrative draft on the rubric using the guidance below. Reach out to your liaison with any questions that arise as you work through your assigned substandards. If you have an issue accessing the SharePoint folder, please contact your accreditation team liaison.

**Step 1**: read the language each assigned **substandard** very carefully. Make sure that the narrative refers to each component of the substandard and that key words (or synonyms) make it clear to the reader that the College meets the standard. If you believe the narrative does not reflect the substandard language, note this in the rubric.

**For example**: If the substandard references a policy or procedure, then the narrative will likely refer to a Board Policy (BP), and Administrative Procedure (AP), or both.

For **other key words**, make sure these concepts are reflected in the narrative. “...all constituencies” means students, staff, faculty, and managers, so each group should be represented in the narrative as appropriate.

Each component of the substandard wording should be reflected in the narrative. If the substandard references student behavior or academic honesty, for example, these terms should be in the narrative.



**Step 2**: Carefully examine the *Review Criteria* listed for each substandard in the rubric. Make sure that the narrative and evidence demonstrate that the College meets each of the criteria. The Review Criteria will be used as a checklist by the peer reviewers from ACCJC. If you believe the narrative does not reflect the review criteria, note this in the rubric comments.

As with the language of the substandards, key words and ideas will be reflected in the narrative language. Here are the Review Criteria for substandard 8 (above).

*REVIEW CRITERIA:*

• The institution has board approved policies on student academic honesty and student behavior, which are clearly communicated to current and future students.

• The institution has board approved policies on the faculty’s responsibility regarding academic honesty and integrity.

• The institution has board approved policies that promote honesty, responsibility, and integrity of all employees and include consequences for dishonesty.

• The institution has procedures for authenticating student identity in DE/CE courses.

**Step 3**: Consider the **examples** given in the narrative. The examples must be clear to someone who is not familiar with the College. The purpose of each example is to make the standard and the review criteria understandable to anyone reading the narrative. If you believe the example is not clear, note this in the rubric comments.

Here is a sample narrative:

**Evidence of Meeting the Standard**

Mt. SAC informs students of the academic honesty policy in the College catalog, under College Policies and Notices. This section defines cheating and plagiarism, provides examples of academic dishonesty, and describes the consequences arising from academic dishonesty, including that all alleged incidents will be reported to the Student Life Office. Students are advised of the seriousness of cheating and that incidents may lead to disciplinary sanctions including suspension and expulsion. **(Academic Honesty\_Catalog.pdf).**

Mt. SAC has Board-approved policies on the faculty’s responsibility regarding academic honesty and integrity. Academic honesty is addressed in both Board Policy (BP) 4290 and Administrative Procedure (AP) 4290 at Mt. SAC. It is defined in the College catalog and student handbook. **(BP4290.pdf, AP4290.pdf)**

The Student Life Office has the administrative authority to work with College faculty on issues related to student academic honesty. Continuous efforts are in place to assist faculty in clearly communicating to their students about cheating and plagiarism. A student discipline process is in place to provide students with due process in adjudicating cases related to academic honesty. A student directed learning activity (DLA) assists students in taking greater personal responsibility for their academic work by avoiding cheating and plagiarism. **(Add DLA evidence)**

**Analysis and Evaluation**

Mt. San Antonio College (Mt. SAC) establishes and publishes clear policies and procedures that promote honesty, responsibility, and academic integrity.

**Step 4**: Just as a writer would do in a research paper, there must be relevant evidence given to support any assertions or claims made in the narrative.

**For example**: it is not sufficient to say that the College has a policy; the narrative must state and explain the policy and provide the actual policy as evidence.

IF there is no evidence for any assertions made, a notation to add evidence should be made (see yellow highlight in the example above).

IF the evidence seems weak or unsupportive of the standard, leave a comment in the rubric to note this.

**Step 5**: Analyze the evidence to determine that the **best evidence** has been provided; that is, wherever possible, the evidence should make it clear that the College uses the policy, process, or practice to ensure the quality of our work in furtherance of our mission.

IF there is a different or additional example that would illustrate the policies, processes, or practices in the standard or the review criteria, please suggest its use in your comments in the rubric.

**Step 6**: Once evidence is determined to be the best evidence, then analyze whether this evidence is reflected in the narrative, whether the evidence is named consistently in the narrative and in the evidence folder, and whether the evidence is appropriately formatted. Please check to ensure that evidence is accessible; if not please make a note. Also check if the evidence is excerpted/highlighted so that the peer team can easily identify the pertinent evidence.

If you find evidence formatting issues, please note this in a comment.

**For example**: (BP 2715 Code of Ethics/Standards of Practice) is a very descriptive title for the evidence.

On the other hand, (Academic Honesty\_Catalog.pdf) might be better named with the word Policy added to the descriptor: (Academic Honesty Policy\_Catalog).

**Note**: there is no need to number the evidence at this time although some evidence may have a notation of the standard and substandard in the title of the evidence, such as (I.C.8 BP 2715 Code of Ethics/Standards of Practice)

**Step 7**: Complete the review of the narrative and the evidence by mid-October. You will be given a specific due date by your team lead.

Accept our sincere appreciation for your help in Weaving Our Story!