

Writing a Self Study... And Loving It!

November 7, 2019



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- Creating the Steering Committee
- Motivation
- Communicating Timelines
- Organizational Strategies
- Hosting the Visiting Team
- Celebration

Select the Steering Committee Chair(s) and inform ISACS. Review, revise, and affirm mission statement. Update strategic planning and review the school's bylaws. Update curriculum documentation. Conduct a school community survey, preferably using ISACS survey instrument. Collect information about alumni. Schedule a kick-off workshop to launch the self-study process.

PREPARE

YEAR
1

SELF-STUDY & AUDIT

Create the comprehensive self-study report using ISACS Membership and Accreditation Guide. Schedule a professional financial audit of the current fiscal year.

YEAR
2

VISITING TEAM

Submit the self-study report and a copy of the previous year's financial audit to ISACS. Host an ISACS accreditation visiting team and receive the accreditation determination made by the ISACS Board of Trustees.

YEAR
3

YEAR
4

REACTION REPORT

Prepare and submit a Reaction Report to the ISACS Accreditation Review Committee, due:

September 1 following the prior year's FALL accreditation visit OR

March 1 following the prior year's WINTER/SPRING accreditation visit.

AUDIT

Schedule a professional financial audit of the current fiscal year.

YEAR
5

YEAR
6

PROGRESS REPORT

Prepare and submit a Progress Report, including a copy of the previous year's financial audit, to the ISACS Accreditation Review Committee, due

May 1 of Year 6. In certain exigent circumstances, schools may petition to extend accreditation for three more years. See the Membership and Accreditation Guide for details.

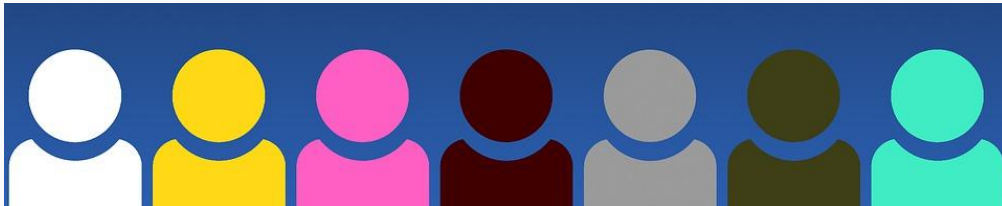
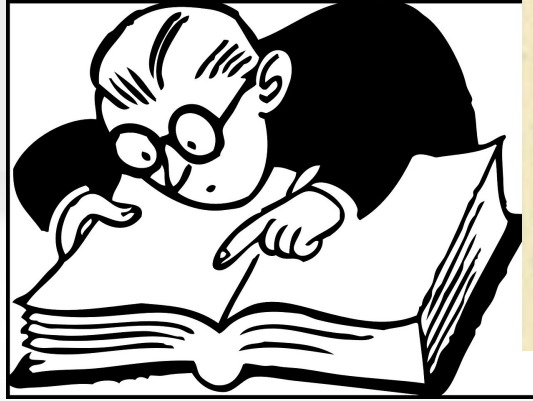
REVIEW

Unless specified by ISACS, no reports are required in this year. Review school improvement that has taken place during the current cycle and begin preparations for the next cycle.

YEAR
7



Creating the Steering Committee





- Food
- Drinks
- Food
- Duty Coverage
- Food
- Positive Notes
- Food

COMMUNICATING TIMELINES

How many PD days do you usually have?

We had 6- that was great!

5 is still great

4 days is doable

3 day- you need to ask for an additional day

Organizational Strategies

We used Google Shared Drive to organize all our files. The settings allow for all members of the community to view them.

ISACS - Google Drive

ISACS Presentation 2019 - Google Drive

+

drive.google.com/drive/u/0/folders/OAKqYsPEydL3zUk9PVA

Apps

Bookmarks

Autograde

Imported From Fir...

Ambitious Science...

On Campus

Next Generation Sci...

Appendix F of NGSS

5 Cool Facts about...

Prescribed Fire - Wi...

Other bookmarks

Drive

Search Drive

?

⚙

⋮

New

Priority

My Drive

Shared drives

Computers

Shared with me

Recent

Starred

Trash

Storage

4.9 GB used

ISACS

100 members · Add members

Quick Access

ISACS Reaction Report Meet...

Rachel Fleming edited in the past year

Reaction Reports Directions ...

Roger Seaver edited in the past year

Science Reaction Report 2019

Sarah Kendrick edited in the past year

18 Fall Madison CD VTR Final

Edited in the past month by Amy Mai...

Name ↑	Last modified by me	File size
2011 ISACS	—	—
2018 Addenda	—	—
ISACS 2017-18 archived	Sep 24, 2018	—
ISACS 2017-18 self study	May 2, 2019	—
ISACS Reaction Reports 9/1/2019	—	—

4:28 PM

10/30/2019

ISACS Shared Drive

ISACS 2017-18 archived - ISACS x ISACS Presentation 2019 - Google x

drive.google.com/drive/u/0/folders/1pJE4qMLvpSHpQFs_qMjpOC04CwLzbrlH

Apps Bookmarks Autograde Imported From Fire... Ambitious Science... On Campus Next Generation Sci... Appendix F of NGSS 5 Cool Facts about... Prescribed Fire - Wi... Other bookmarks

Drive Search Drive

ISACS > ISACS 2017-18 archived

Name	Last modified by me	File size
Academic Sub-Committees-all changes now to be made on final doc, not here	Jul 19, 2018	—
Instructions for Committee Reports	—	—
Primary Sub-Committees-all changes now to be made on final doc, not here	Jul 19, 2018	—
2016 Madison Country Day School - Standard PPT Summary.PPTX	Jul 25, 2017	686 KB
2016 Madison Country Day School - Standard PPT Summary.PPTX	—	—
2018 ISACS Self Study for Madison Country Day School (1).pdf	—	893 KB
Appendix K -School Profile fillable.pdf	—	206 KB
Appendix K -School Profile fillable.pdf	—	206 KB
Campus Master Plan.pdf	—	270 KB
Common Themes for Primary reports.pdf	Nov 26, 2017	99 KB
Common Themes for Primary reports.pdf	—	—
ISACS Committee Assignments	Nov 17, 2017	—

4.9 GB used

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ISACS FOLDERS in the Shared Drive- let's take a look at the instructions.

Instructions for Committee Re x ISACS Primary Sub-Committee x Timeline and Instructions for I x Art Sub-Committee Report-IS x ISACS Committee Assignment x ISACS Presentation 2019 - Go x

drive.google.com/drive/u/0/folders/0B8ajnM1Sr5VYbEFyWelsbWNolWc

Apps ★ Bookmarks ★ Autograde ★ Imported From Fire... ★ Ambitious Science... ★ On Campus ★ Next Generation Sci... ★ Appendix F of NGSS ★ 5 Cool Facts about... ★ Prescribed Fire - Wi... ★ Other bookmarks

Drive

New

Priority

My Drive

Shared drives

Computers

Shared with me

Recent

Starred

Trash

Storage

4.9 GB used

ISACS Accreditation guide- pages 84-89 for curricular reports and the appropriate pages for the primary reports.

D9. The operation of auxiliary programs shall not be in conflict with the school's mission or ISACS standards.

G1. Residential programs shall be so conceived and staffed to fulfill that aspect of the school's program, particularly with respect to the portion of the day outside regular classroom hours.

G2. Applicable health and safety regulations shall be fully observed and special attention given to the emotional safety and social needs of all residential students.

Related Questions to Address

(Rather than answering the questions seriatim, a process tending to produce description, ISACS asks self-study committees to use the questions as discussion launching points from which observations and analysis emerge, the preferred content for the self-study committee report.)

Academic Areas:

- Is there a clear sense of scope and sequence to the curriculum?
- Is there departmental organization and meetings?
- Is there provision for exceptional students?
- Are equitable principles applied to meet the needs of diverse students?
- Are there varied pedagogies and methodologies of instruction and variety in presentation?
- Is there a high degree of student participation and positive student attitudes?
- Are multiple perspectives presented and reflected?
- Is there an attractive classroom appearance and atmosphere?
- Is there evidence of student interest and achievement?

Overall Curriculum:

- Does the curriculum demonstrate adequate depth and breadth?
 - Is there continuity?
 - Interdisciplinary integration?
 - Reasonable balance among disciplines and among standard components of learning?
 - Reflects diverse and multicultural perspectives?
 - Promotes cultural competence?
- Is technology appropriately integrated in the curricular and pedagogical practices of the school to reflect the school's mission and technology's place in 21st-century education?

File size

134 KB

297 KB

144 KB

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Instructions for Committee Re... ISACS Primary Sub-Committee... Timeline and Instructions for I... Art Sub-Committee Report-IS... ISACS Committee Assignment... ISACS Presentation 2019 - Go... +

docs.google.com/document/d/1JAvZ7mTRBxpbfRhTdayCScdA3H10Ew96ZTawYbFnyOA/edit

Apps Bookmarks Autograde Imported From Fire... Ambitious Science... On Campus Next Generation Sci... Appendix F of NGSS 5 Cool Facts about... Prescribed Fire - Wi... Other bookmarks

ISACS Primary Sub-Committee Report Template_2017

File Edit View Insert Format Tools Add-ons Help Last edit was made on November 27, 2017 by bcamosy

100% Normal text Arial 11 B I U A

Section: Don't worry about this
Sub Section:

Overview
(write in third person, don't use "we") (keep this section as short as possible while still being meaningful. Keep it concise and dense in content.) (Make references to addenda items.) (Do not refer to specific people.) (Avoid self praise and hyperbole.) (No need to say "At MCDS,...," since the whole report is about MCDS.) (It is good to foreshadow your strengths, challenges and plans and priorities.) (Refer to the constituent survey: "From the constituent survey, parents and faculty rated..." or "The survey results indicate that ___percentage of parents and ___percentage of faculty ranked ___very good.")

Strengths

1. (complete sentences)
2. (present tense and active voice)

Challenges

1. (complete sentences)
- 2.

Plans and Priorities

1. (start with a verb, strong action verbs are best)
2. (keep them brief--your justification for this is in your overview)
3. (try to match these up to the challenges--but doesn't have to be exact)

Addenda

- (attach with a "shareable link" and please test them)
- (link to the name of the document, rather than paste in the whole link or writing "click here")

Committee: (chair first, then alphabetical after that)

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The template for the committee reports. Each group copied this into their folder to write their report. Details in your packet.

ISACS 2017-18 archived - ISACS x ISACS Presentation 2019 - Google x

drive.google.com/drive/u/0/folders/1pJE4qMLvpSHpQFs_qMjpOC04CwLzbrlH

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docs.google.com/spreadsheets/d/1aQrHysAqK4ib/GLd4Yp1vG1_S8jTu1knVsNyExOFOY/edit#gid=1554259517

Apps Bookmarks Autograde Imported From Fire... Ambitious Science... On Campus Next Generation Sci... Appendix F of NGSS 5 Cool Facts about... Prescribed Fire - Wi... Other bookmarks

ISACS Committee Assignments

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1																
2	[Pre-K] meet in room 116	[Art] meet in room 134	[LA/English] meet in room 238	[HG] meet in room 242	[Math] meet in room 137	[Music] meet in LS Music Room 225	[PE] meet in room 28	[Science] meet in room 146	[World Language] meet in room 237	[IB Programme] meet in room 254	[College Counseling] meet in room 247A	[Student Services (academic student needs, ILPs, enrichment)] meet in room 120	[Student Services (health, counseling, records keeping, food, transportation)] meet in LS lobby	[Lib/maker/tinker/tech ed./keyboarding] meet in room 142	LS meet in room 118	MS meet in room 118
3	Sarah Harrison	Julia Taylor	Katherine Dalland	Beth Hall	Brittany Judkins	Jon Schipper	Jeremy Clements	Laramie Weiseman	Tara White	Natalia Navarro	Steve Soden	Patricia Jaume	Beatrice Jones	Julie Rimkus	Elizabeth Stevens	Karla
4	Stephanie Derr	Anne Gustafson	Evelyn Lasky	Drew Gancia	Erica Kost	Linda Branzolewski	Eric Cooke	Sarah Kendrick	Ana Banomera	Mark Childs	Ben Hebebrand	Amy Maier	Liz Davison	Frank Devereaux	Eric Norland	Devon
5	Rattanjit Sachdeva	Zachary Sea	Kristina Luedtke	Andrew Holdman	Jackie Rose	Danika Rzentkowski	Bethany Schmidt	Michelle Kramer	Lydette Calderon-Cancel	Caitlin Wedekind	Matt Koehler	Lorie Raihala	Tiffany Hanna	Jake Eaton	Maheen Ott	Ma Star
6				Pam Wentz	Anнемieke Savert	Bethany Schultz		Shelley Petzold	Natalia Navarro	Raymond Nall	Caitlin Wedekind	Erin Beims Rumschlag	Crystie Johnson	Carlos Valenzuela	Galen Wiese	
7			*Mark on consult		Allison Dickman	Kris Warner		Jake Eaton	Kelly Kirsh	Drew Gancia		Kim VanBrocklin	Margy Newton	Cathy Wendt	Cindy Wotruba	
8	reader: Beth	reader: Katherine	reader: Beatrice	reader: Maheen	reader: Mark	reader: Kristina	reader: Liz	reader: Evelyn	reader: Patricia	reader: Jeff	reader: Karla	reader: Devon	reader: Maggie	reader: Devon	reader: Drew	reader: B
9																
10	Shelley	Bob	Sarah	Jon	Sarah	Karla	Jon	Kristina	Kristina	Devon	Devon	Amy	Amy	Shelley	Amy	B

Add 1000 more rows at bottom.

Official Committees Form Responses 1 Explore

ISACS 2017-18 archived - ISACS
ISACS Committee Assignments -
ISACS Presentation 2019 - Google

docs.google.com/spreadsheets/d/1aQrHysAqK4ibGLd4Yp1vG1_S8jTu1knVsNyExOF0YY/edit#gid=1554259517

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ISACS Committee Assignments
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	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	SCHOOL REPORTS-----PRIMARY REPORTS NOVEMBER - FEBRUARY															
2	HS meet in room 130	[Character Ed-LS assemblies, advisory, and homerooms meet in room 258	[Extracurriculars-including extended day and summer programs meet in room 247A	[Admissions/marketing] meet in HS STEAM lobby	[School Advancement] meet in room 135	[Local Community] meet in room 137	[Parent Community] meet in room 239A	[Student Body] meet in room 237	[Alumni Body] meet in room 246	[School Climate] meet in room 238	[Equity & Justice] meet in room 240	[Governance and Decision Making]	[Administration] meet in room 244	[Business/Financial Management]	[Facilities] meet in room 145	
3	Brittany Judkins	Bob Camosy	Erin Beims Rumschlag	Galen Wiese	Jamie Wojcik	Jake Eaton	Laura Dry	Brittany Judkins	Drew Cincia	Cindy Wotruba	Karen Hendrickson	Alice Torti	Jeff Stenroos	Alice Torti	Roger Seaver	
4	Bob Camosy	Patricia Jaime	Jeremy Clements	Holly Bobula	Linda Branzolewski	Sue Deakman	Tiffany Hanna	Lydette Calderon-Cancel	Heather Jones	Ana Banomera	Rachel Fleming	Ben Hebebrand	Eric Norland	Ben Hebebrand	Eric Cooke	
5	James Wagoner	Maheen Ott	Kristina Luedtke	Amy Maier	Beatrice Jones	Anne Gustafson	Kelly Kirsh	Jackie Rose	Ray Tenebruso	Katherine Dalland	Natalia Navarro	Danika Rzentkowski	Karla Rempe		Andy Hanson	
6	*Steve on consult	Julie Rimkus	Annemieke Savert	Caitlin Wedekind	Kimberly Hazen	Jon Schipper	Bonnie Manley	Kim Van Brocklin		Barbara Wolfman	Erica Prosser	Aaron Steffes	Philip Tietze	Steve Soden		Raymond Nall
7		Beth Hall	Bethany Schmidt		James Wagoner	Bethany Schultz	*Ben on consult	Amanda Webb		Kris Warner		Laura Soden			Alice on Consult	
8	reader Jackie				Caroline Oldershaw			Steve Soden and HS Students	Joel Steinberg + others							
9				Sheila Young	Guy Comer		Anna Purnell Gwen Bosben		Emily Henry, Alumni Pres.		Tolisa Yancy	Jim Gallegos		Lynn Kaminski Hollie Kemmer Bob Rusch	Bruce Bosben John Schaffer	
10	Devon	Bob	Kristina	Amy	Jon	Jon	Bob	Shelley	Kristina	Devon	Karla	Shelley	Karla	Amy	Amy	

Add 1000 more rows at bottom.

Official Committees
Form Responses 1
Explore

The screenshot shows a Google Docs interface with the document titled "Timeline and Instructions for ISACS Reports". The document content is as follows:

Timeline and Instructions for Academic Area ISACS Reports

August 18 (2:30-3:30): Orientation
Today we will be working on ACADEMIC committees.

- Assign one member of your committee to take notes to focus your ideas. (This person does not necessarily need to be the chair.)
- Go to the ISACS 2017-18 folder in the Team Drive. Find the Self Study report from 2011 in your subcommittee's folder.
 - Feel free to reuse the information from this report where appropriate. For example, don't rewrite the school's mission or philosophy, just use what exists. This is ok to do.
- Find the following two sections in the [ISACS Accreditation Guide](#) and consider the strengths and challenges of your subject area.
 - Related Questions to Address
 - Relevant ISACS Standards for Membership
- Find the ISACS constituent survey data at this [link](#)
- Find the folder where you will put your final document (2017-18 ISACS, Academic Sub-Committees, your particular subject area), using the [template](#) to guide your writing and formatting.

During this short time today, you want to make sure that you have all of the above materials, that you can find them, and that you know where you will eventually put your report and addenda. This will (hopefully!) allow you to use your work time on Tuesday to get as much done as possible. Please ask any Steering Committee member if you have questions! (Amy, Shelley, Kristina, Devon, Sarah K., Karla, Jon, Bob)

August 22 (whole day):
Today we will be working on ACADEMIC committees.
Morning - Take this morning to read through and share your reactions to the materials you found

In the Instructions for Committee Reports Folder- Directions also found in your packet

















So far, so good?

Hosting the Visiting Team

- Hotel/ meeting room
- Goodie Bags
- Transportation
- Meeting Room at the school
- Chart with faculty pictures
- Sunday tour and reception
- Meals



Goodie bag options. Your visitors are volunteering their time to help you. Treat them well.

Picture	Name	Title	Office Location	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Observation	Interview
	Adams, Erica	Science Instructor	FH203	Chemistry (203)	Chemistry (203)		Chemistry (203)		AP Chemistry (203)		DN	Red
	Akande, Lade	Director of College Counseling	FH117 College Counseling		WMS DC Yoga (Gym)						PC	WMS AH PC
	Armato, Kathleen	Math Instructor	FH107		AP Calc AB (204)	Geometry (107)			Geometry (107)	Trig & Finite (102)	#P	
	Barger, Tasha	Art Instructor	FH205		Art History (205)	Painting & Drawing (205)	KL Painting (205)				KK	KK
	Beckman, Maggie	English Instructor (Summer Programs)	FH103							Lang Lit (B1)	MC	KK
	Blanding, Justin	PE & Health Instructor	UC Weight Rm.				Adv PE (gym)		Health (B4) R	PE (gym)	PC	AH WMS PC
	Bradley, Carolyn	Science Instructor	FH202	Anatomy (202)		AP Biology (202)		Biology (202)	Biology (202)		DN	BP
	Bradley, Christopher	History & English Instructor	FH102		US History (102) R	AP US History (102)		Lit of War (102)	AP US Hist (102)		MC BP	BP
	Cox, Jenny	Math Instructor	FH106	AP Calc AB (106)	Precalculus (106)		AP Calc AB (106)	Geometry (106)			BP	PC
	Craig, Sommer	Homestay Coordinator	Off Campus									
	Crawley, Luke	Science Instructor	FH203	Physics (204)		Algebra (203)		Physics (204)		Chemistry (203)	DN	BP
	Crockett-Loehr, Ashley	Director of Communication	FH Office 114								BN	PK
	Davis, Kathy	High School Secretary	FH Lobby				WMS Topics in Europe (101)	Econ (101)			WMS	WMS
	Dean, Maggy	History Instructor	FH101	AP Europe (101)		Econ (101)			AP Govt (101)	AP Europe (101) Monthly Exam	LWF	WMS

Poster to hang in Visiting Team's meeting room

Celebration



QUESTIONS??

Amy Maier, Head of Lower School
amaier@madisoncountryday.org

Shelley Petzold, Lower School Science
spetzold@madisoncountryday.org

- Thank you for attending, please contact us if you have any further questions.

If you like what you heard today,
please fill out the rating for
speakers on the conference APP.