



NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES

# Steering Committee and Self-Reflection Writers Meeting Agenda

for public schools, districts, centers, and programs

*The steering committee oversees the preparation of the Self-Reflection Report and ensures that it is prepared through analysis of evidence and collaboration with stakeholders. Some members of the steering committee may write parts of the Self-Reflection Report. Other members of the professional staff write the five Standard narratives.*

## Standards for Accreditation (Standards booklets)

- Architecture: Principles of Effective Practice and Foundational Elements

## Timeline and Data

The Self-Reflection Report takes approximately 3-6 months to complete. Copy-paste into the portal at least three weeks before the Collaborative Conference Visit.

### THE STEERING COMMITTEE:

- uses the Steering Committee Checklist (Accreditation Handbook, p. 15)
- plans the budget (Accreditation Handbook, p. 18)
- arranges the Collaborative Conference Visit (Accreditation Handbook, p. 29) and Decennial Accreditation Visit (Accreditation Handbook, p. 33)
- develops the timeline for completion of the Self-Reflection Report (Accreditation Handbook, p. 22)
- determines how the report will be written: whole faculty, five groups, one large committee
- determines who will write CTE program sections and provide information about program reports from the Self-Reflection Guide (if applicable)

- arranges evidence collection from the faculty on Standards spreadsheets, if possible, and other district or school data for writers
- administers the three NEASC opinion surveys for faculty, students, families and provides the results to writers
- organizes samples of student work to be used as evidence of alignment with Standard 2 (Accreditation Handbook, p. 38)
- writes the School and Community Summary (Accreditation Handbook, p. 17 and Appendix sample, p. 39) and Parts 1 and 3 of the Self-Reflection Report
- drafts 3-5 Priority Areas that will take 3-5 years to complete based on the Self-Reflection findings with the principal (See Self-Reflection Guide)
- the principal has final approval of Priority Areas
- edits and finalizes the Self-Reflection Report and copy-pastes it to the portal. When complete, the principal clicks the green “Mark Report Complete” button in the portal. This locks school access to the report.
- assist writers in organizing evidence used for the report in electronic folders so that the visiting team can review it

## Writing the Standards Narratives

### THE SELF-REFLECTION WRITERS

- read the Self-Reflection Guide carefully
- discuss the educational terms used in the Standards, Foundational Elements, Principles, and Descriptors for clarity
- include multiple stakeholders: parents, students, community, central office staff, etc.
- analyze, discuss, and determine alignment to each Principle
- use the writing templates and draw conclusions from the evidence regarding the school’s alignment to each Principle by using the descriptors
- use the Principles of Effective Practice Rubric to determine alignment with each Principle in the Standards (Self-Reflection Guide)
- use the Foundational Elements Rubric to determine alignment with each Foundational Element (Self-Reflection Guide)
- determine the best representative evidence to support your conclusions
- organize the evidence in electronic folders for team members to access
- determine strengths and areas for growth for each Standard

- present the five Standard narratives to the faculty and vote to ascertain the level of agreement.
  1. Send the drafts out electronically to all faculty 2 weeks in advance of the meeting to ask for comments/edits. Make any edits. Send the report out a few days before the scheduled meeting.
  2. Present one Standard narrative at a time (recommended) on different days or all five Standard narratives on the same day as determined by the steering committee. Leave a small window for discussion.
  3. A 2/3 majority of the faculty needs to approve each Standard report to make it final; 80 percent or greater is preferred.
  4. Make any final edits to Standards narratives after the faculty vote.