

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC. COMMISSION ON PUBLIC SCHOOLS

Self-Reflection Committee Meeting Agenda

The Self-Reflection committee is responsible for preparing the Self-Reflection Report through analysis of evidence and collaboration with stakeholders.

Timeline

- The entire Self-Reflection Report should be finished and edited with Part 2 approved by the faculty in approximately 2-6 months.
- The report must be completed at least one month prior to the Collaborative Conference Visit.
- The steering committee will determine who writes each section of the report and will develop the timeline for completion.

Getting Started

- Ensure all members on the committee are present for the first meeting so they are aware of the process, their roles, and expectations.
- Review all elements of the Self-Reflection Report as described in the Self-Reflection Guide.
- Develop and agree on norms of collaboration and task completion.
- Assign roles and tasks and organize the work of the committee.
- Ensure understanding of the school's statement of core values, beliefs about learning, and vision of the graduate (formerly the expectations for student learning).
- Unpack all Principles and review Descriptors in the Standards for Accreditation, including the Foundational Elements.
- Ensure all members understand the educational terms used in the Standards, Principles, and Descriptors.
- Review the rubrics for the Principles of Effective Practice and Foundational Elements.
- Use a DEI lens through the Self-Reflection process (See questions by Standard in the Self-Reflection Guide, p.7.).
- Read over all the Standards so writers understand the themes and the placement of themes within the five Standards.

Write Part 1 of the Self-Reflection Report and share it with the faculty.

- completed by a team assigned by the steering committee

Write Part 2 of the Self-Reflection Report and share it with the faculty (to later determine agreement via a vote).

Begin the evidence gathering.

- evidence identified for each Principle as suggested in the Self-Reflection Guide
- NEASC surveys
- discussions with faculty, students, and parents
- School and Community Summary
- state reports

Analyze, discuss, and determine alignment to each Principle.

- Ensure a thorough review of the evidence by the committee.
- Ensure thorough discussion of the evidence by the committee using the Self-Reflection Guide.
- Draw conclusions from the evidence regarding the school's alignment to each Principle.

- Use the Foundational Elements Rubric to determine alignment with each Foundational Element.
- Use the Principle Rubric to determine alignment with each Principle in the Standards.
 - Based on the evidence, consider the school’s level of alignment with each Principle.
 - Begin with “not yet evident” and work your way across the continuum.

Write the narrative.

- Develop a conclusion statement (This first sentence may be written after the narrative is completed.).
- Write details to explain and clarify the conclusion drawn about the school’s level of alignment with the Principles.
- Briefly address each part of the Principle in the narrative, ensuring there is evidence to support the statements.
- Link or upload representative evidence digitally to the portal to support your conclusions.
- Share drafts of your narrative at various times with the steering committee.
- Expect some bumps in the road; collaborate with your committee if you need assistance writing or resolving any problems.

Determine strengths and areas for growth for each Standard as a whole.

- Based on the Principle and Foundational Element narratives, develop a list of strengths and areas for growth for each Standard.

Present Part 2 of the Self-Reflection Report to the faculty and conduct a vote to ascertain the level of agreement.

- Send the drafts out electronically to all faculty 1 to 2 weeks in advance of the meeting.
- Present one Standard section at a time (recommended) or all five Standard sections of Part 2 as a whole, as determined by the steering committee.
- A 2/3 majority of the faculty needs to approve Part 2 to make it final; 80 percent is preferred.
- Make any final edits to Part 2 after the faculty vote.

Write Part 3 of the Self-Reflection Report and share it with the faculty for comment - no vote necessary.

- completed by a team assigned by the steering committee

Write Part 4 of the Self-Reflection Report and share it with the faculty for comment - no vote necessary.

- completed by a team assigned by the steering committee

Write Part 5 of the Self-Reflection Report and share it with the faculty for comment - no vote necessary.

- Use a process designed by the steering committee.
- Using the list of strengths and areas for growth for each Standard, have the faculty provide input to identify priorities.
- The principal and school leadership team select the 3-5 Priority Areas for Growth.

Complete the report in the portal.

- ensure that all five parts of the report, supporting evidence, and documentation are uploaded to the NEASC Accreditation Portal as directed by the steering committee.

See our website for additional information:

<https://cpemhs.neasc.org/process>