



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON TECHNICAL AND CAREER INSTITUTIONS

Introduction to Sections Two and Five of the CTCI Self-Study Report

As a school/center working on completing a self-study in anticipation of an upcoming accreditation visit, you have been introduced to NEASC’s new online accreditation portal (www.accportal.org/ctci). To create a more expansive and informative self-study report, two new sections have been added to the self-study template. The first new section follows the School and Community Profile, while the second new section is part of the conclusion at the end of the report. Descriptions of the two new sections follows.

II. Impactful Changes and Critical Strengths

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Edit	Item	Last Edit	Status
<input type="button" value="Open"/>	II. Impactful Changes and Critical Strengths	Instructions for completing the section	<input type="button" value="Mark Complete"/>
<input type="button" value="Open"/>	School/Center's Identification of Changes - Previous Cycle	Response area for section	<input type="button" value="Mark Complete"/>
<input type="button" value="Open"/>	School/Center's Identification of Critical Strengths (CS) by Standard	Response area for section	<input type="button" value="Mark Complete"/>

As shown on the image above, there are three options to choose from in this section.

1. II. Impactful Changes and Critical Strengths: This area provides instructions for completing the section. This area is for informational purposes only and does not require a response.
2. School/Center’s Identification of Changes – Previous Cycle: The school/center is requested to create a narrative detailing changes that have been enacted and / or actions taken which have made measurable positive impacts on student achievement and well-being since the last decennial visit, providing the

incoming visiting team with a snapshot view of the school/center's changes and progress. Examples of changes could include receiving funding for a new building, creating new reciprocity agreements with postsecondary institutions, or initiating an advisory program.

3. School/Center's Identification of Critical Strengths (CS) by Standard: Upon accessing this section of the report, the user will be prompted to list the school/center's Critical Strengths by Standard using a MS Word document template (provided within the online accreditation portal, and at the end of this document). The school/center will then upload the completed document to the online portal using the "add files" function. The visiting team will review the school/center's self-identified strengths and will use this information in their visiting team report.

Conclusion

Edit	Item	Last Edit	Status
<input type="button" value="Open"/>	V. Conclusion  Instructions for completing the section		<input type="button" value="Mark Complete"/>
<input type="button" value="Open"/>	School/Center's Plans for Innovation and Change  Response area for section		<input type="button" value="Mark Complete"/>
<input type="button" value="Open"/>	Action Steps to Improve Alignment of FAI With Standards  Response area for section		<input type="button" value="Mark Complete"/>

As shown on the image above, there are three options to choose from in this section.

1. V. Conclusion: This area provides instructions for completing the section. This area is for informational purposes only and does not require a response
2. School/Center's Plans for Innovation and Change: The school/center is requested to create a narrative identifying and expanding upon the school/center's plans for innovation and change which will hopefully have positive impacts on student achievement and well-being at the school/center. The school/center has the ability to upload files in support of these future initiatives and changes to the portal.
3. Action Steps to Improve Alignment of FAI with Standards: The school/center should use this section of the portal to identify its Focus Areas of Improvement (FAI) and the actions steps the school/center plans to put in place to improve the alignment with the standards. The school/center will identify the standard and related indicator to be improved, the steps to achieve improvement, who at the school/center will monitor the action and progress, the timeline, the necessary resources, criteria for completion/success, and the impact result of strengthening the alignment with the standard. A template is provided for schools/centers to follow to complete this requirement, as well as a sample report to use as a guideline. Both the template and the sample report are attached to this document.

These new sections will be reviewed by the visiting team during their decennial visit to the school/center and will be incorporated into the visiting team report.

Please review the attachments to this document, and the self-study report within the online accreditation portal. If you have any questions on the new process, or difficulty accessing the portal, please contact Judi Fletcher at jfletcher@neasc.org or 781-425-7743.

LIST OF SCHOOL/CENTER'S CRITICAL STRENGTHS

<u>Related Standard(s)</u>	<u>Critical Strengths</u>

FOCUS AREAS OF IMPROVEMENT (FAI), BY ACTION STEPS, TO IMPROVE ALIGNMENT WITH STANDARDS

Please use a separate table for each FAI

Related Standard & Indicator, and FAI	Action steps to achieve improvement	Persons taking and monitoring action	Timeline	Resources needed	Criteria for completion/success	Impact on strengthening the school/center's alignment with the Standard

SAMPLE REPORT

FOCUS AREAS OF IMPROVEMENT (FAI), BY ACTION STEPS, TO IMPROVE ALIGNMENT WITH STANDARDS

Please use a separate table for each FAI

Related Standard & Indicator, and FAI	Action steps to achieve improvement	Persons taking and monitoring action	Timeline	Resources needed	Criteria for completion/success	Impact on strengthening the school/center's alignment with the Standard
Standard 1 Indicator 5 Display and communication of school/center's Core Values, Beliefs, and Learning Expectations	Properly display statement of Core Values, Beliefs, and Learning Expectations on school website, and in printed materials such as handbooks, publications, etc.	Director of IT Principal Director of Graphic Arts Department	Ongoing	Cost of print for next year's student handbooks	Review of statement displays to ensure accuracy and cohesiveness	Ensures the Core Values, Beliefs, and Learning Expectations remain current and vibrant within the school community.