



Southwestern Association of Episcopal Schools

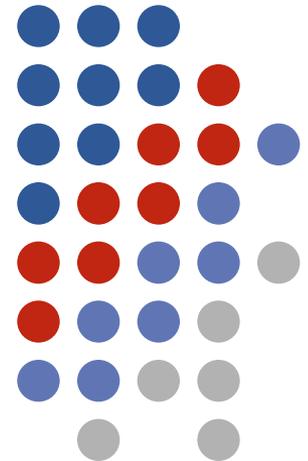
It's My School's Time to Think About a Self-Study – Now What?

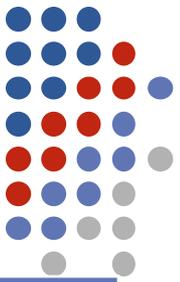
The Rev. David Madison, D. Min., Executive Director

Sue Kirkpatrick, Director of Accreditation Services

Susan Schotz, Associate Director of Accreditation Services

Webinar for Schools
Summer 2018



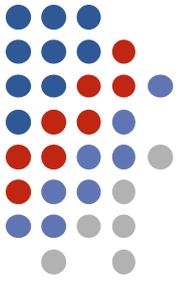


The Accreditation Cycle

Accreditation is based on a ten-year cycle of self-reflection, improvement, and growth.



Available for download at www.swaes.org



SAES Accreditation Standards

SAES Accreditation Handbook

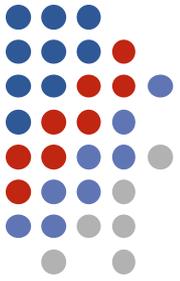
SAES Documents in Adherence to Standards (DAS)

SAES Self-Study 1 & Self-Study 2

SAES Supporting Documents

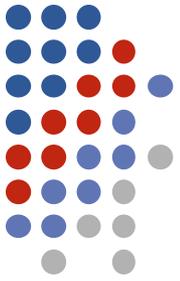
v.6.18 materials available by August 1st

Self-Study Models

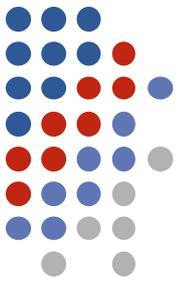


- *Self-Study 1* This model of self-study offers a school a *traditional* approach to self-reflection and planning, whereby the school responds to standards-based questions, and in doing so demonstrates compliance and current practice.
- *Self-Study 2* This model of self-study asks the school to reflect on school governance and leadership, operations, and school life and develop a *strategic* School Plan to address 2-4 key areas of focus.
- Both self-studies expect compliance with *Standards of Accreditation* that fall into 7 major areas: Mission; Episcopal Identity, School Climate & Culture; Governance, Organization & Administration; Teaching & Learning; Fiscal Responsibility; and Facilities & Safety.
- Additionally, both self-study models ask schools to demonstrate **compliance** with Standards and submit *Documentation in Adherence to Standards (DAS)*.
- All constituents of the school should contribute to the self-study process. *Constituent surveys* should be conducted at the beginning of the process.

Self-Study Models



- **Self-Study 1 - Traditional** model of school growth and improvement
 - Applicant schools or schools seeking re-accreditation
 - Demonstrate compliance with SAES *Standards* by
 - Responding to *School Response* questions for each standard
 - Submitting *Documents in Adherence to Standards (DAS)*
 - Identification of strengths and areas in need of improvement
 - Identification of areas of focus and key initiatives for the future, roadmap for strategic planning
 - Visiting Team asks
 - “Is the school doing what it says it’s doing?”
 - “Are policies and operations in compliance with the *Standards*?”
- **Self-Study 2 - Strategic** model of school growth and improvement
 - Schools seeking re-accreditation, requires approval by the Standards Committee
 - Demonstrate compliance with SAES *Standards* by
 - Providing open response for each standard
 - Submitting *Documents in Adherence to Standards (DAS)*
 - Development of a strategic *School Plan*, identifying strengths and areas in need of improvement, short- and long-term goals
 - Visiting Team asks
 - “Is the school on target about its strategic vision, and does it have the human and financial resources to achieve its goals?”
 - “Are policies and operations in compliance with the *Standards*?”



Organizing the Self-Study

Appoint Chair of Steering Committee



Assign sub-committee members with a leader/coordinator for each sub-committee (reflect Standards sections) and assign due dates



Write, edit, write, edit, write, edit... think *GoogleDocs* and assemble Documents

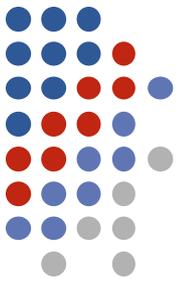


Finalize *Self-Study*



Submit Self-Study to SAES and On-Site Visit Team Members

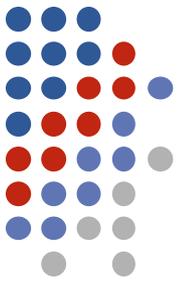
Self-Study Timeline



18-24 months process to plan, write, and prepare

Work backwards to determine when to begin your self-study. For example,

- March 2020 - OSV
- February 2020 - Complete *DAS* assembly
- January 2020 - Complete self-study document
- January 2020 - Team Leader pre-visit
- November 2019 - Proof final draft of self-study document
- Fall 2019 - Update self-study with current school year info (*SAES Annual Report*, new staff info, other data)
- July - September 2019 - Arrange travel & accommodation for Visiting Team
- July - August 2019 - 1st proofing of self-study document
- January - June 2019 - 1st draft of self-study document
- September - December 2018 - Appoint sub-committee (section) chairs, organize self-study assignments, set timeline & due dates, budget* for costs associated with the OSV [*see next slide]
- August - October 2018 - Conduct constituent surveys, gather data
- Summer 2018
 - Appoint Steering Committee (aka, Self-Study) Chair & Visit (Logistics) Coordinator
 - Begin review and assembly of *DAS* to identify missing docs or docs needing revision (Don't wait!)
 - Decide on S-S1 or S-S2 model & make application for S-S2, if needed.



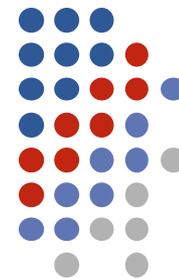
Planning for the On-Site Visit

BUDGET, BUDGET, BUDGET...

Planning, organizational, DAS (e.g., audit/review, by-law revision), and incidental costs...vary with need.

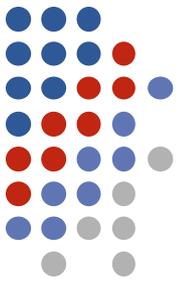
OSV costs about \$1000-1200 per team member, 4-12 people per team, depending on enrollment and Self-Study.

Self-Study & DAS Prep & Presentation



- Use *GoogleDocs* [strongly encouraged]
- *Digital* versions of self-study - pre-OSV
- *Printed* versions of self-study - during OSV
- *GoogleDocs* version of *DAS* - pre-OSV [strongly encouraged]
- Document *“box”* for all printed *DAS* - during OSV

After the Self-Study is Completed and Sent ... Then What?



Pre-Visit:

**6-8 Weeks
Prior to the
OSV, the Chair
of the OSV
team will
spend a day on
campus to
determine
readiness for
the visit**



OSV:

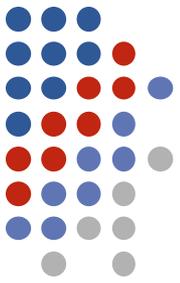
**3 ½ day visit to
your campus
by a team of
peers (4-12)
who have read
and digested
your Self-
Study**



Report:

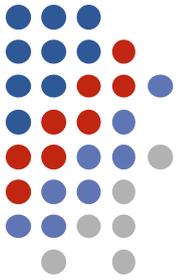
**This document
summarizes the
visit and identifies
commendations,
suggestions, and
recommendations
for the
consideration of
the Standards
Committee**

How Can the Board and Vestry Support the Process?



- *Recognize* the amount of effort required by the process and provide support accordingly (plan for financial needs)
- *Participate* in work groups and committees, as requested
- *Be intentional* about reviewing the Self-Study document prior to the arrival of the OSV Team
- *Be present and engaged* in the meeting with the OSV Team

Contacts



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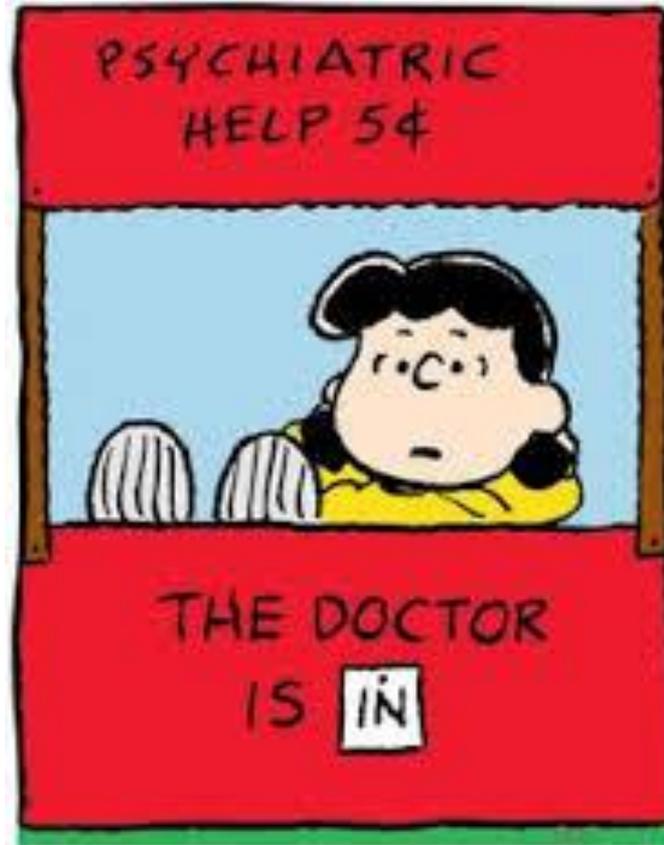
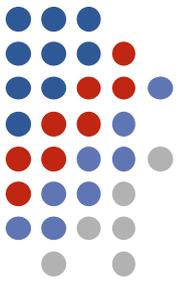
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Questions?