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| **Formatting Tips** | **Titles** – Times New Roman, 14 pt., bold**Subheadings** – Times New Roman, 12 pt., boldBody Text – Times New Roman, 12 pt., left justifiedMargins – 1 inchBullets – Circle bullet, Times New Roman, 12 pt. Underline – use single only. Do not use excessively.*Italics* – use italic font to emphasize, not bold font.Spell out acronyms on the first reference.Spell out numbers one through and including ten. |
| **For each standard:** | **Suggestions:** | **Example:**  |
| Evidence of Meeting the Standard:*I.A.4 The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)* | Describe and document the facts at the college including college process, policies, or practices that demonstrate how the college aligns with the standard. The narrative should include linked references to the evidence to support the facts. For example, “Document X demonstrates that the College has a policy on Y,” with Y being the topic of standard.  | Santa Ana College widely publishes the mission statement in various locations, including the College catalog (IA4\_01), the Educational Master Plan (IA4\_02), the Student Handbook (IA4\_03), and the Faculty Handbook (IA4\_04), all of which are publicly accessible on the College website. As reflected in the minutes on XX/XX/XXXX, the mission statement was reviewed and approved by College Council (IA4\_05). The review and approval process are detailed in the Educational Master Plan (IA4\_02). |
| Analysis and Evaluation*I.A.4 The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)* | This analysis should result in evaluative appraisals about educational quality, institutional effectiveness, and decision for improvement. Explain whether or not, and to what degree, institutional evidence demonstrates how well the institution’s policies and practices align with each accreditation standard and how the institution has reached this conclusion. | Santa Ana College participated in a comprehensive review of the mission statement in XXXX and XXXX since the last accreditation. The review and approval process by the College Council included an in-depth evaluation which consisted of collecting input from all employee groups and students. College Council reviews and reaffirms the mission statement annually. In X semester, a survey was administered to all Santa Ana College employees and student representatives. Survey responses indicated strong alignment between the College’s mission and its stated mission with XX% of respondents indicated they understood the mission and XX% indicating they incorporated X College’s mission into their daily work.  |