

# New England Association of Schools and Colleges Commission on Public Schools

## Self-Reflection Committee Agenda for 2024 schools

*The Self-Reflection Committee(s) is(are) responsible for preparing Part 2 of the Self-Reflection in the Accreditation portal through analysis of evidence and collaboration with all stakeholders. The Steering Committee may assign other sections of the Self-Reflection as necessary*

STEP1 – Write Part 2 Current Conditions of the Self-Reflection Report, i.e., the five Standard narratives

- review the 2020 Standards
- engage in a process to become familiar with the school’s core values, beliefs, and vision of the graduate
- distribute *Self-Reflection Guide* to all writers
- unpack all Principles of Effective Practice and review Descriptors of Effective Practice
- unpack the Foundational Elements and review the associated Descriptors
- review the rubrics for all Principles and Foundational Elements within the Standards
- ensure all members of the committee are present for the first meeting so they are aware of the process
- ensure all members understand the educational terms being used in the Standards, Foundational Elements, Principles, and Descriptors
- assign roles/tasks and organize the work of the committee(s)

STEP 2 – Begin the evidence gathering (can be uploaded directly into the portal and/or linked to a web-based drive, such as Google Drive or Microsoft OneDrive or SharePoint)

- evidence for each Principle as suggested in the Self-Reflection Guide
- NEASC opinion surveys
- discussions/focus groups with faculty, students, and families
- the School and Community Summary
- other district and/or school data

STEP 3 – Analyze/discuss/determine alignment

- review/analyze evidence thoroughly
- discuss and draw conclusions from the evidence regarding the alignment to each Principle (See *Self-Reflection Guide*.)
- use the Foundational Elements Rubric to determine alignment to each Foundational Element and record this determination in the portal
- use the Principle Rubric to determine your school’s alignment to each Principle. Begin with “not yet evident” and work your way across the rubric using the narrative and your identified strengths and needs. Make sure there are examples in your narrative to illustrate how you are initiating, developing, implementing, or transforming by reviewing the rubric sub-header for guidance. For example, how do you know that you are implementing or “living it?”

STEP 4 – Write conclusions

- write a sentence that states your conclusions as to how your school aligns to the level of implementation that you have chosen for the Principle from the Principle Rubric.
- from the review of the evidence, write details to explain and support the conclusion drawn about the school’s level of alignment to the Principles by using ideas from the Descriptors or other ways in which the school aligns to the Principle
- be brief but write enough to ensure there is evidence attached or linked and written examples in the narrative to support the statements. Think about how the school supports diversity, equity, and inclusion and explain where applicable.
- upload evidence digitally to the portal and/or provide links if using a web-based drive, such as Google Drive or Microsoft OneDrive or SharePoint) to support your conclusions
- share drafts of your narrative at various times with the Steering Committee

STEP 5 – Determine strengths and areas for growth for each Standard as a whole

- from the Principle and Foundational Element narratives and rubric alignment, develop a list of strengths and areas for growth for each Standard combining your example with the language from the Principles and Descriptors to guide your work. List the strengths and areas for growth in the appropriate sections of the portal

STEP 6 – Present the five Standards narratives from **Part 2** of the Self-Reflection Report to the faculty as determined by the Steering Committee

- send it out electronically 1 to 2 weeks in advance of the meeting for comment, then make edits accordingly
- conduct a brief discussion
- hold a vote (Approximately 66 percent of the faculty needs to approve each report to make it final; 80+ percent is preferred)
- make any final edits to your report after the faculty vote

STEP 7 – Make a list of names, positions, and signatures of each committee member who wrote the Self-Reflection Report and provide it to the Accreditation Coordinators to upload in the documents for the visiting team section.

**VISIT THE NEASC WEBSITE for updated materials and information**

<https://cpemhs.neasc.org>