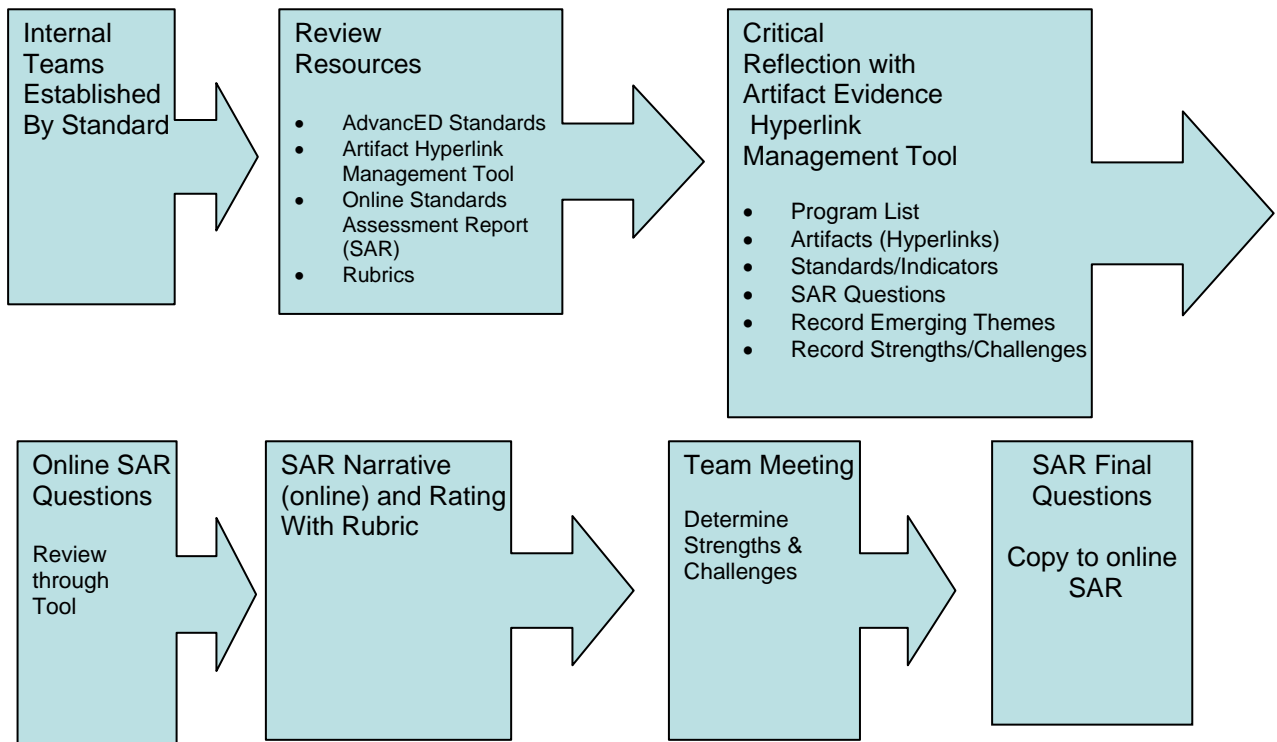


ARTIFACT EVIDENCE HYPERLINK MANAGEMENT TOOL **Postsecondary Use**

The postsecondary division of AdvancED/NCA is continuously improving the accreditation process and services we provide to our schools. We have developed an Artifact Evidence Hyperlink Management Tool to critically analyze, efficiently organize, and objectively interpret how individual school's documents and processes (artifacts) validate if the school meets or exceeds the AdvancED standards. This Microsoft Excel system assists the internal school team with the AdvancED Standards and Assessment Report (SAR) process, while generating a consistent tool for the external team to use for the Quality Assurance Report (QAR) process required for accreditation. The tool not only guides the critical analysis self study process for AdvancED/NCA accreditation, but can also be beneficial in other ways. This snapshot of your school can identify strengths and improvement areas, assist in management decisions, be used for other individual program accreditation processes, and organize documentation for accountability processes.

SAR Process using Artifact Evidence Hyperlink Management Tool



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
				Artifact Examples Evidence (searchable with Custom Filter and "contains")	Standard/Indicator Relationship Filter for "nonlinks" to show related artifacts to specific standards										SAR Question Relationship Searchable by Custom Filter and "contains" Call		
				Artifact Documentation Procedures Evidence EXAMPLES	Standard Filter	STANDARD ORGANIZED & REVIEWED BY:	1 - Vision & Purpose	2 - Governance & Leadership	3 - Teaching & Learning	4 - Documenting & Using Results	5 - Resources & Support	6 - Stakeholder Communication & Relationships	7 - Continuous Improvement	Hyperlink	SAR Question Relationship	SCHOOL COMMENTS - SAR Narrative Organizer and OAR Team Analysis	TEAM COMMENTS - Notes OAR Report
1	x	x	x	Academic Integration	3	3.4		3.4									
2	x	x	x	Accountability Reporting - Local, regional, state, national	4	4.8	2.1	4.0									
3	x	x	x	Accreditation Visit Report (Most Recent)	2	2.4		3.4				7.1					
4	x	x	x	Accreditations - Programs (State & National)	3	3.1		3.1, 3.4				7.1					
5	x	x	x	Admission policies	3	3.4	2.1	3.0				7.1					
6	x	x	x	Admission policies - online students	3	3.4		3.0				7.1					
7	x	x	x	Adult Basic Education/GED Preparation/Remediation/Tutoring/English Second Language (ESL)	3	3.0		3.8									
8	x	x	x	AdvancED Resource Network - access and practice	3	3.4		3.4									
9	x	x	x	AdvancED Resource Network -	3	3.4		3.4									

Components:

Advanced Resource Network -	C3 - Challenges	C2 - Strengths	C1 - Emerging Themes	SAR Questions	Standards - Indicators	ARTIFACTS	Program List	Teams
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(From right to left)

- I. Teams
- II. Program List
- III. Artifacts
- IV. Standards – Indicators
- V. SAR Questions
- VI. C1 – Emerging Themes
- VII. C2 – Strengths
- VIII. C3 – Challenges

I. TEAMS

Research indicates the continuous improvement processes works best with the involvement of all staff (administration, teachers, and support staff). The internal Chair at your school will either use existing school improvement teams OR develop five separate teams to conduct an analysis of documentation and processes implemented at the school aligned with the AdvancED standards.

1. You may want to organize the teams using various areas of staff interest and expertise as follows:

- | | | |
|---|--------------------------|--|
| A | Standard 1
Standard 7 | Vision & Purpose
Continuous Improvement |
| B | Standard 2
Standard 6 | Governance & Leadership
Stakeholders |

- C Standard 3 Teaching & Learning
- D Standard 4 Documenting & Using Results
- E Standard 5 Resources & Support

Click on the far right bottom sheet tab “Teams”.

A	B	C	D	F
	Std	Team	SAR ?	School Team Members
Team A: - Vision/Purpose & Continuous Improvement + PROGRAM LIST			C1, C2, C3, C4	
The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.	1	A	Q1.1, Q1.2, Q1.3, Q1.4	
The school establishes, implements, and monitors a continuous process of improvement that focuses on student performance	7	A	Q7.1, Q7.2, Q7.3, Q7.4	

2. Appoint a team leader for each team.
3. **A** Column A lists the five teams and the Standard(s) responsibilities for each team. Keep in mind that the standards are inter-related, but for an efficient evidence organization process individual teams can focus on their standard(s) and share the knowledge during discussion with all teams.
4. **B** Column B identifies the standard numbers
5. **C** Column C identifies the team letter
6. **D** Column D identifies the SAR questions that the team will be responsible for writing at the completion of the evidence review process. (Questions are on the “SAR Question” tab).
7. **F** Type your administration, teacher, and staff names under column F “School Team Members” for each team. (ie: Charlie Isaacs, Shellyn Nash). This will also be useful for the external team to know who to contact in the school for each standard area.
8. Review Resources with team members
 - a. AdvancED Standards
 - b. Artifact Hyperlink Management Tool

- c. Online Standards Assessment Report (SAR)
- d. Rubrics

II. PROGRAM LIST

The AdvancED/NCA accreditation process is institutional, which means accreditation is granted for the entire school not individual programs or processes. However, analysis of your individual career technical programs is important because it impacts the holistic perspective of your organization. As you review each of your programs, you will compile a notebook or hyperlink folder for each program organized by the program list components. This analysis and documentation is beneficial in several ways. The external accreditation team can quickly ascertain indicators found in the Standard 3: Teaching & Learning and clearly recognize strengths and areas for improvement.

Click on the “Program List” on the bottom of the sheet

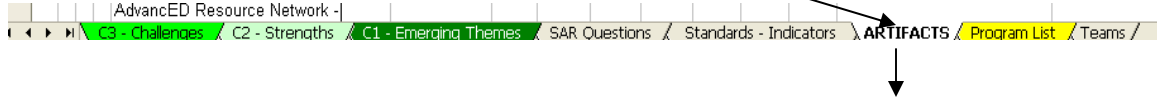
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	
1	Process of Education: Complete this Section 1st: 1 - List all full time programs in column A 2 - Create a notebook or hyperlink folder for each program 3 - Review documentation for each program	Secondary/Postsecondary/Both	Program of Study	Curriculum Mapping	Syllabus	Lesson Plan Review	Variety of Teaching Methods	Variety of Assessments	Competency/Objectives Check Off Tracking	State or Industry Objectives	Certification or State Testing	State/National Accreditation (PS1)	National Accreditation (Name of)	Articulation Agreements	Advisory Member Listing	Advisory Agenda	Advisory Minutes	Teacher Certification	Clinical or Internships	Any % of course/program delivered online?	% Delivery Online	Program Completion %																	
2	STANDARD/INDICATOR:	3.1	3.1	3.1	3.1	3.4	3.3	3.2	3.1				3.7																										
3	ie - Practical Nursing																																						
4																																							
5																																							

- A
- B

C AL

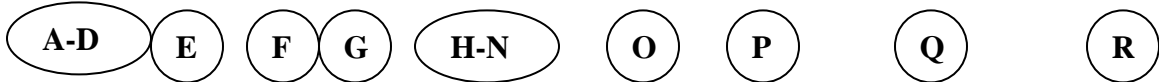
1. Column A is used to list all of your full time programs (ie: Practical Nursing).
2. Create a notebook or hyperlink file for each full time program.
3. Indicate if the program is “postsecondary”, “secondary”, or “both”
4. Organize the information in order of the heading labels found in row 1, Columns C through AL in row one of the program list sheet. If you are developing notebooks, just include a few sample documents. For computerized files, you can increase the width of the columns to include your hyperlink in the appropriate column.
5. Row 2 shows the AdvancED standard indicator related to the heading label (ie: Program study is evidence of Standard 3 (Teaching & Learning) and Indicator 1).
6. Comments can be made in Column AM for each program.

Click on the “Artifacts” on the bottom of the sheet



III. ARTIFACTS and IV. STANDARDS - INDICATORS



Artifacts are examples of documentation and process evidence that demonstrates that quality practices, conditions, and results are occurring in the school. These artifacts answer the following questions: “What practices/processes are being implemented and are they effective?” or “How do we know we are doing what we say we are doing?”

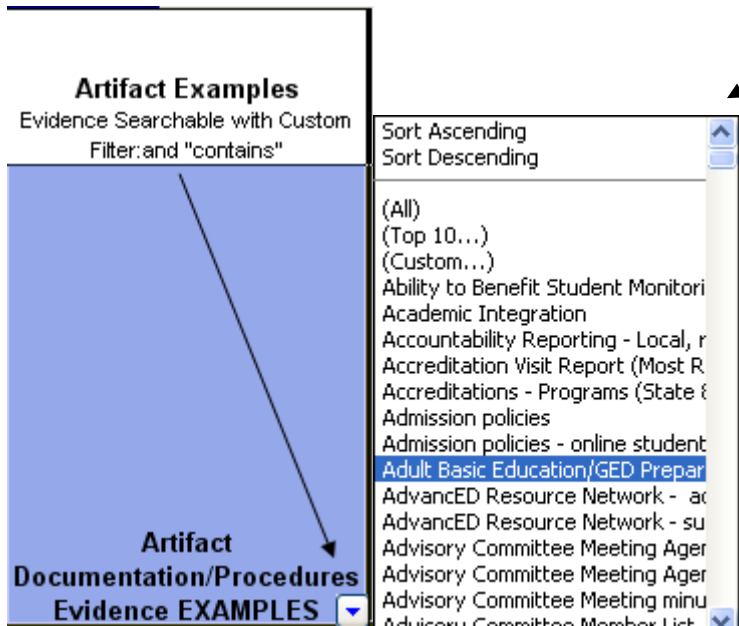


Artifact Examples Evidence Searchable with Custom Filter and "contains"				Standard/Indicator Relationship Filter for "nonzeros" to show related artifacts to specific standards							SAR Question Relationship - Searchable by Custom Filter and "contains" OR										
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q					
Artifact Documentation/Procedures Evidence EXAMPLES				Standard Filter				1. Vision & Purpose		2. Governance & Leadership		3. Teaching & Learning		4. Documenting & Using Results		5. Resources & Support		6. Stakeholder Communication & Relationships		7. Continuous Improvement	
Standard Filter				STANDARD ORGANIZED & REVIEWED BY:				BY:		BY:		BY:		BY:		BY:		BY:		BY:	
Hyperlink				SAR Question Relationship				SCHOOL COMMENTS		SAR Narrative Organizer and		TEAM COMMENTS - Notes									
x	x	x	x	Academic Integration	2	3,4			3,4							Q3.1					
x	x	x	x	Accountability Reporting - Local, regional, state, national	4	4,8	2,1		4,8							Q4.3					
x	x	x	x	Accreditation Visit Report (Most Recent)	3	3,4			3,4				7,1			Q7.4					
x	x	x	x	Accreditations - Programs (State & National)	3	3,1			3,1,3,4				7,1			Q3.2					
x	x	x	x	Admission policies - online students	3	3,4			2,1	3,1,0			7,1			Q3.1					
x	x	x	x	Adult Basic Education/GED Preparation/Remediation/Tutoring/English Second Language (ESL)	3	3,4			3,1,0				7,1			Q3.1					
x	x	x	x	Advanced Resource Network - access and practice	3	3,4			3,4							Q3.2					

- A-D**
- Columns A through D list the four types of institutions related to postsecondary accreditation. Some artifact practices and documents are common to all types of educational institutions. Other artifact evidence examples may differ based on the individual types of educational institutions. The “x” in these columns indicates the artifact relates to this type of institution. See page 4 in the Postsecondary School Evidence Guide for more detailed descriptions:
 - Distance Education
 - Career Technical/Postsecondary (Non-Title IV)
 - Postsecondary – Associate Degree
 - Postsecondary – Title IV
- E**
- Column E is an alphabetical list of all artifacts found in postsecondary institutions as identified by a task force of experienced Chairs.
 - The bold artifacts must be implemented and available for review at your school.
 - The list should not be used as a checklist, but a starting point in identifying the artifacts currently available at your school.


FILTER

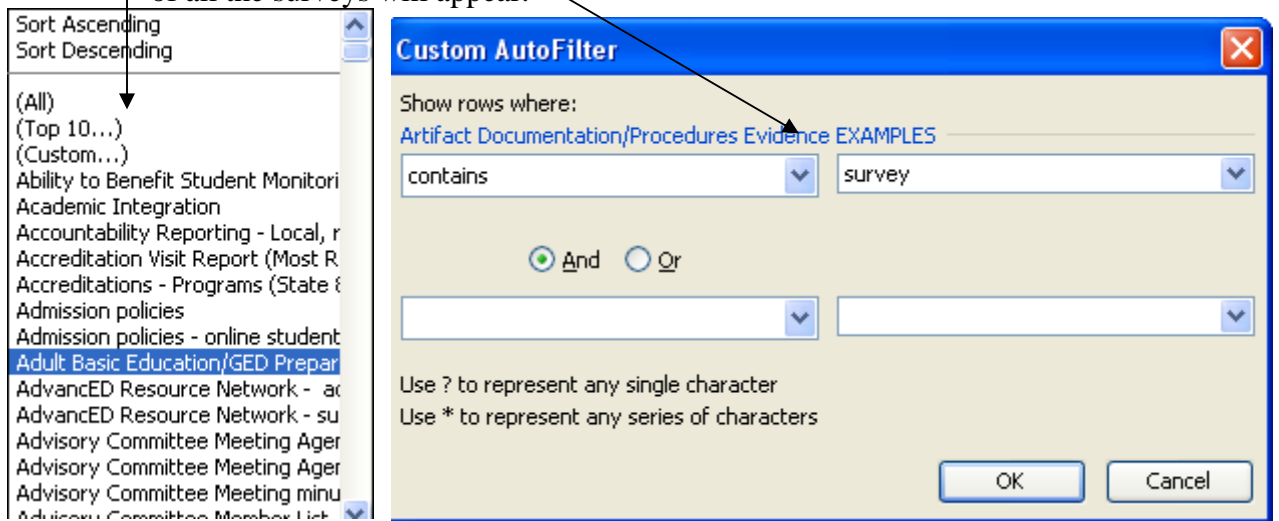
- c. To filter through the list to search for a specific artifact (ie: Adult Basic Education) click on the arrow  and you will see this listing. Scroll down alphabetically to select the specific artifact. Click on  and select (All) to return to the entire list.



The screenshot shows a window titled "Artifact Examples" with the subtitle "Evidence Searchable with Custom Filter: and 'contains'". Below the subtitle is a large blue rectangular area labeled "Artifact Documentation/Procedures Evidence EXAMPLES" with a dropdown arrow. To the right of this area is a list of artifacts. A dropdown menu is open over the list, showing options: "Sort Ascending", "Sort Descending", "(All)", "(Top 10...)", "(Custom...)", and a long list of artifact titles. An arrow points from the blue area to the "(All)" option in the dropdown menu.

CUSTOM FILTER

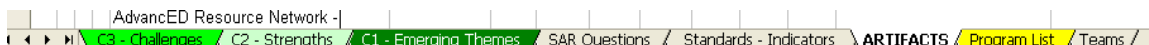
- You may want to look at artifacts in a different way, (ie: "survey" to look at all survey artifacts). To CUSTOM Filter a list, click on the arrow  and you will see this listing on the left that shows (Custom...). Select "Custom" and the Custom Auto Filter (on the right) appears. Select "contains from the first box" and type survey in the box on the right. A list of all the surveys will appear.



The screenshot shows the "Custom AutoFilter" dialog box. On the left, a dropdown menu is open, showing the same list of artifacts as in the previous screenshot, with "(Custom...)" selected. An arrow points from the "(Custom...)" option to the "Custom AutoFilter" dialog box. The dialog box has a title bar "Custom AutoFilter" with a close button. Below the title bar, it says "Show rows where:" followed by a text field containing "Artifact Documentation/Procedures Evidence EXAMPLES". Below this is a filter rule: "contains" in a dropdown menu followed by a text field containing "survey". Below the filter rule are two radio buttons: "And" (selected) and "Or". Below these are two empty dropdown menus. At the bottom, there are two buttons: "OK" and "Cancel".

- There may be multiple questions identified for individual artifacts. Due to multiple SAR questions appearing in the cell, you will need to CUSTOM FILTER (See Page 6) for the individual question. Make sure to select “contains” and type in the SAR question as Q1.1 for the 1st question.
- Review the artifacts (Column E) and comments (Column Q) made by all teams.
- Open the Word SAR document and draft your narrative using your comment notes.
- Paste the final SAR question narrative into the online SAR.

ONGOING



You will identify emerging themes, strengths, and challenges throughout the process during team meetings and artifact review. Make a note of these under the following sheets and identify the related standard and indicators:


VI. C1 – Emerging Themes

A		focus emerge that cut across the seven standards?							
1	C1 - As you review your responses to the standards, what major trends, themes, or areas of focus emerge that cut across the seven standards?	Related Standard	1 - Vision & Purpose	2 - Governance & Leadership	3 - Teaching & Learning	4 - Documenting & Using Results	5 - Resources & Support	6 - Stakeholder Communication & Relationships	7 - Continuous Improvement
3									
4									
5									

VII. C2 – Strengths

A		standards, what would you consider to be your school's greatest strengths			
1	C2 - Based on your review of these cross-cutting themes/trends and each of the seven standards, what would you consider to be your school's greatest strengths	Related Standard	1 - Vision & Purpose	2 - Governance & Leadership	3 - Teaching & Learning
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

VIII. C3 – Challenges

	A	B	C	D	E
	C3 - What would you consider to be your school's greatest challenges?	Related Standard 	1 - Vision & Purpose	2 - Governance & Leadership	3 - Teaching & Learning
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

QAR Process Using Document Management Tool

