

Responsibilities and Roles related to a CAS Self-Assessment

Role of the Self-Study Coordinator:

- Recommend appropriate individuals to serve on the Review team
- Identify any CAS Guidelines that are to be used as Standards and write criterion statements for them to be included in the Self-Assessment Guide (SAG); make any further recommendations for editorial changes to the SAG
- Submit a list of documentary evidence indexed across the 12 Component Areas and a proposed timeline to the Assistant Vice President for Student Affairs for feedback
- Collect departmental-level documentary evidence and prepare a Canvas Course or Box folder indexed across the 12 Component Areas to be shared with each team member
- After the initial team Orientation, plan and facilitate all subsequent meetings and correspondence with the team members
- Collect the individual ratings from the team members and submit them to the Assistant Vice President for Student Affairs for summary analysis and compilation
- Serve as the primary author of the Executive Summary and Action Plan seeking interpretation on findings, input on decisions, and editing on final document from the Review Team
- Complete tasks in accordance with the agreed upon deadlines

Role of the Assistant Vice President for Student Affairs:

- Formally invite participants identified by the Self-Study Coordinator to serve on the Review team and coordinate the scheduling of the opening Orientation meeting
- Collect *relevant* materials and results from previous CAS Self-Studies and campus-wide standardized surveys (i.e. NSSE, Student Satisfaction Inventory, CIRP Freshman Survey, etc.)
- Prepare and distribute edited version of the appropriate Self-Assessment Guide (SAG) for distribution
- Provide documentary evidence for the component areas heavily influenced at the institutional level including Part 4-Human Resources; Part 6-Law, Policy, and Governance; Part 9-Financial Resources; and Part 10-Technology; and Part 11-Facilities and Assessment; approve tentative list of department-level documentary evidence materials and a timeline for the Self-Study
- Schedule and facilitate the opening Orientation meeting of the Review team where the purpose, roles, expectations, timeline, and printed copy of the SAG for the CAS Self-Study are presented
- Prepare a collective group rating of each criterion measure as well as a consolidated summary of all individual ratings, rationale comments, and responses to the Overview Questions
- Collect and disseminate the Executive Summary and Action Plan to the appropriate stakeholders
- Complete tasks in accordance with the agreed upon deadlines

Role of the CAS Review Team:

- Attend a minimum of four meetings throughout the CAS Self-Study Process
- Complete an individual rating of each criterion statement using the scale provided in the edited Self-Assessment Guide (SAG)
- Participate in a group interpretation of the collective ratings and help determine appropriate corrective actions and/or steps for program enhancements where there are discrepancies between the Standards and practice
- Help edit an Executive Summary and Action Plan drafted by the Self-Study Coordinator
- Complete tasks in accordance with the agreed upon deadlines

Proposed Timeline for CAS Self-Study

By early August	<ul style="list-style-type: none"> • Consider membership to the CAS Review Team • Prepare a list of documentary evidence to be collected and indexed across the 12 Component Areas: begin collection process • Prepare a timeline for the CAS Self-Study • Recommend editorial revisions for the Self-Assessment Guide (SAG) <p>Notes:</p>
By early September	<ul style="list-style-type: none"> • Have initial Orientation meeting with the AVPSA and Review Team where the purpose, roles, expectations, timeline, and revised SAG for the CAS Self-Study are presented • Complete the collection and index of documentary evidence to be made available to each team member via Canvas or Box <p>Notes:</p>
By early October	<ul style="list-style-type: none"> • Having had time to go through the SAG once, facilitate a second meeting with the Review Team to discuss questions and missing information and clarify expectations regarding the individual ratings of the SAG items <p>Notes:</p>
By mid November	<ul style="list-style-type: none"> • Facilitate a third meeting with the Review team to collect all completed individual assessments and discuss any lingering issues • Submit to Assistant Vice President for Student Affairs individual ratings from the team members for summary analysis and consolidation of all notes and comments <p>Notes:</p>
By early February	<ul style="list-style-type: none"> • Have fourth meeting with Review Team to interpret the collective ratings and discuss appropriate corrective actions and/or steps for program enhancements where there are discrepancies between the Standards and practice <p>Notes:</p>
By mid February	<ul style="list-style-type: none"> • Have fifth meeting with Review team to discuss final draft of Executive Summary and Action Plan <p>Notes:</p>
By mid June	<ul style="list-style-type: none"> • Finalize Executive Summary and Action Plan and submit to Assistant Vice President for Student Affairs to be forwarded to the Vice-President for Student Affairs by June 30, 2020 <p>Notes:</p>