Proposed Scheme for data gathering

Standards; not much to be done
Refer to numbers in reporting and archiving
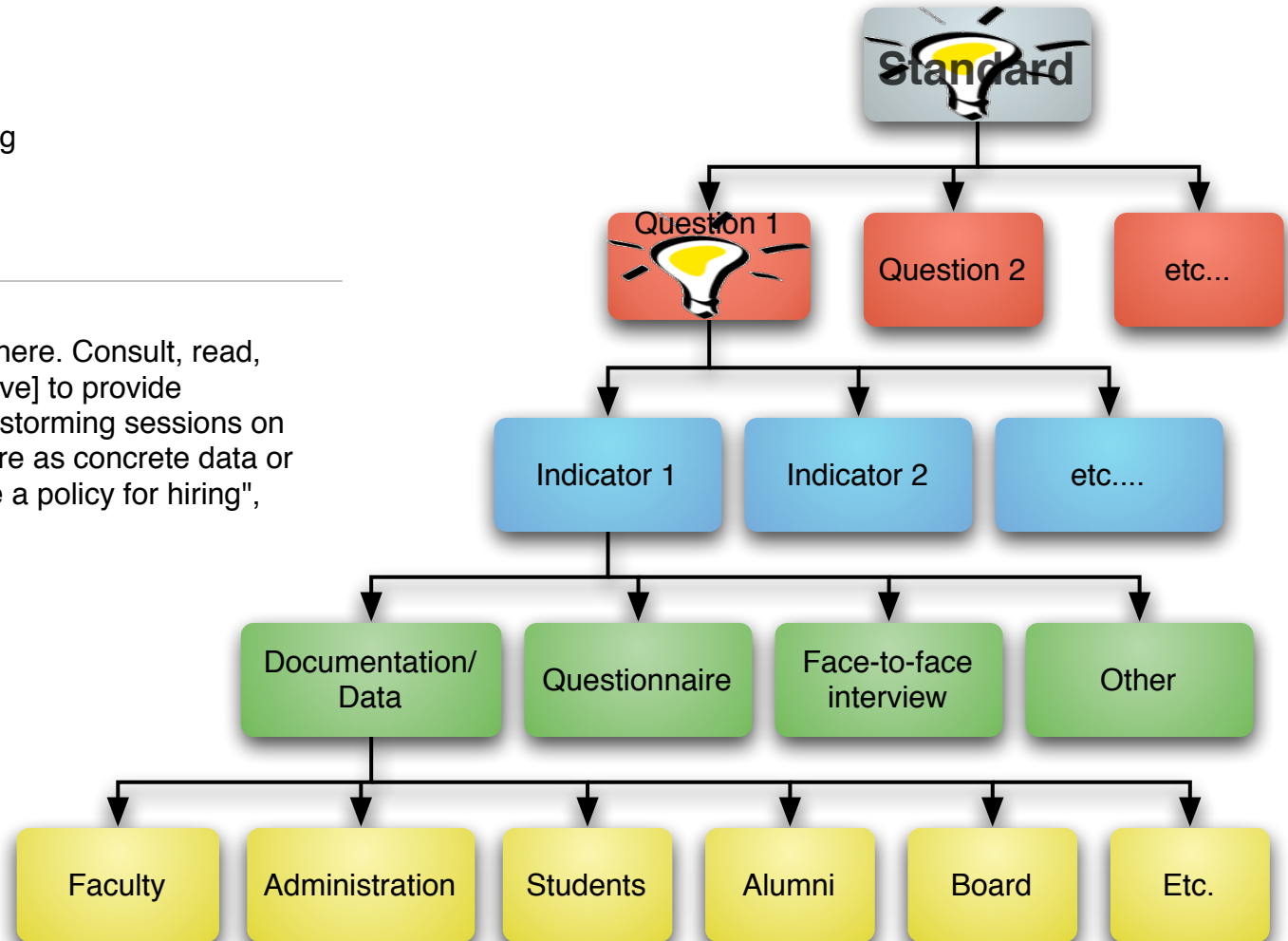Agree on numbering codes

Careful thinking and consideration needed here. Consult, read, ask: what **indicators** do we have [or not have] to provide **evidence**. Keep notes in minutes and brainstorming sessions on indicators. Indicators are not considered here as concrete data or documents, but as statements like: "is there a policy for hiring", or "how are students admitted"...

In what form would these indicators exist? Documentation? Reports? Data? Questionnaires? Interview...These are **Exhibits. Exhibits** are hard evidence ie documents, computer files, statistical dada, minutes of meetings, etc..

Where are **Exhibits** found? There may be more than one source for finding them.

Standard

Question 1 | Question 2 | etc...

Indicator 1 | Indicator 2 | etc....

Documentation/ Data | Questionnaire | Face-to-face interview | Other

Faculty | Administration | Students | Alumni | Board | Etc.

File Naming Scheme for Exhibits

In this first phase of the self-study we are gathering descriptive material [**Exhibits**] to provide indication of whether standards are met. The indicators (blue boxes) are not documents or data, **exhibits** are.

All **Exhibits** related to a specific standard should be boxed/filed with the code STANDARD 1, STANDARD 2, etc...
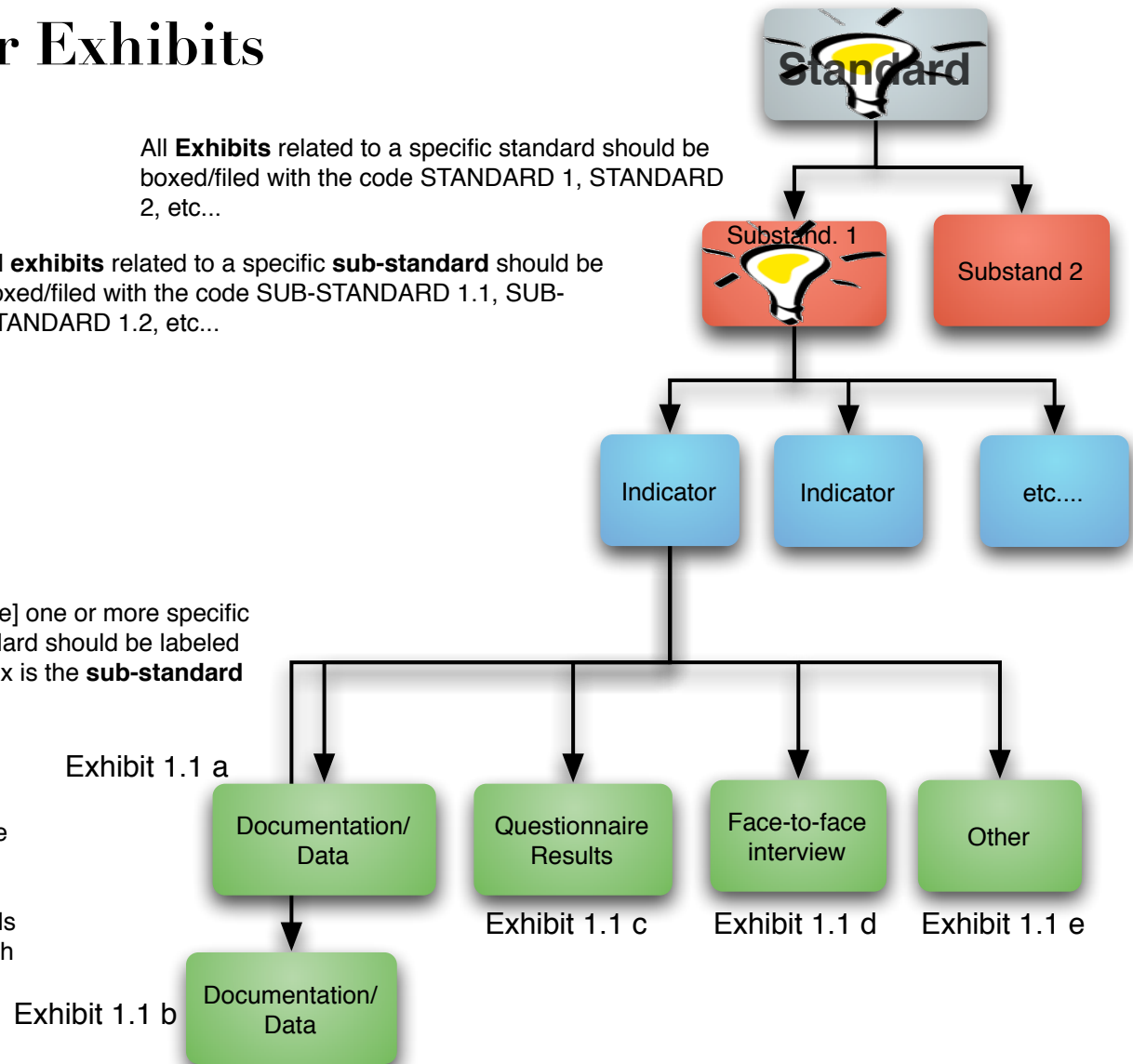
All **exhibits** related to a specific **sub-standard** should be boxed/filed with the code SUB-STANDARD 1.1, SUB-STANDARD 1.2, etc...

Standard

Substand. 1

Substand 2

Indicator

Indicator

etc....

Exhibits provide **Indicators** that support [or negate] one or more specific sub-standard. Every **exhibit** relating to a Substandard should be labeled Exhibit x.x followed by a, b, c etc serially, where x.x is the **sub-standard** number.

Cross referencing
In case the same exhibit is used to provide evidence in more than one standard or substandard it should be stored/filed only once and referred to under different standards or sub-strandards.
Example: **Exhibit 4.32 a** is used to provide evidence for sub-standards 4.32, 4.41. In such a case say, **Exhibit 4.41 c** will be an empty file with a mention refer to Exhibit 4.32 a.

Exhibit 1.1 a

Documentation/ Data

Questionnaire Results

Face-to-face interview

Other

Exhibit 1.1 c

Exhibit 1.1 d

Exhibit 1.1 e
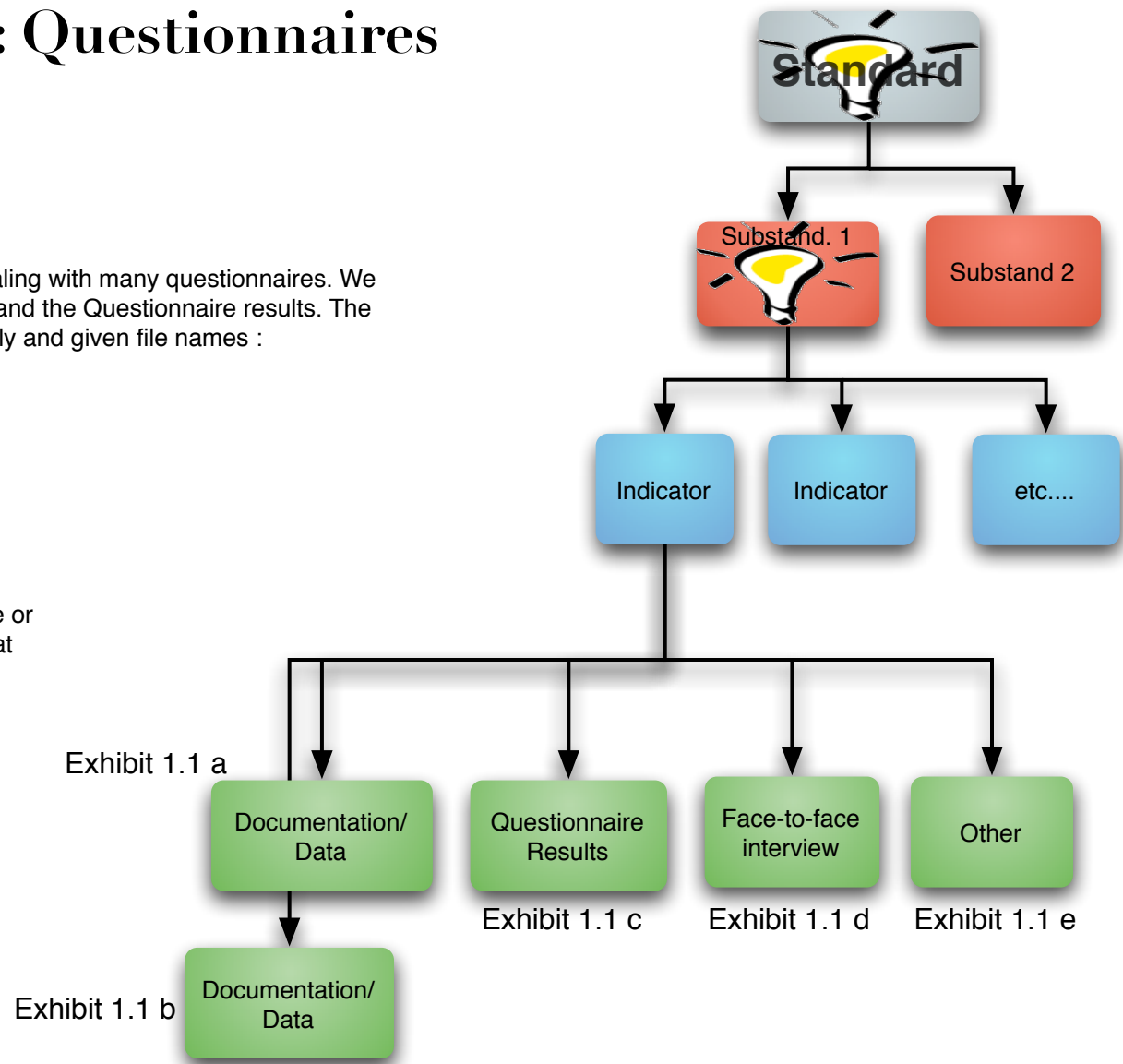
Exhibit 1.1 b

Documentation/ Data

In case more than version of an exhibit exists, add version number on file name Exhibit 1.1 d v0, Exhibit 1.1 d v1, etc.

File Naming for Exhibits: Questionnaires

In the "description" and the "assessment" phases, we will be dealing with many questionnaires. We need to distinguish between the filled questionnaires (raw data) and the Questionnaire results. The filled questionnaires should be filed (hard or electronic) separately and given file names : **Questionnaire 1, 2, 3... serially.**

Each questionnaire may contain evidence to be used to support one or more standard or substandard, hence the questionnaire analysis that supports such a standard will be considered to be the exhibit.

Exhibit 1.1 c will for instance mention that the evidence shown is based on the analysis of data found in Questionnaire 4

Standard

Substand. 1

Substand 2

Indicator

Indicator

etc....

Exhibit 1.1 a

Documentation/ Data

Questionnaire Results

Face-to-face interview

Other

Exhibit 1.1 c

Exhibit 1.1 d

Exhibit 1.1 e

Exhibit 1.1 b

Documentation/ Data

In case more than version of an exhibit exists, add version number on file name Exhibit 1.1 d v0, Exhibit 1.1 d v1, etc.