2012 Self Evaluation Information Sources

Updated September 4, 2011

Overview

This is an online spreadsheet of links to information collected during the Kapiʻolani Community College 2012 Accreditation self evaluation review.   The links go to documents that guide the self evaluation review and provide data and evidence for all standards. This spreadsheet is updated continuously.

The full link to this spreadsheet is

> https://spreadsheets.google.com/spreadsheet/lv?hl=en&key=0Aol21pkc5QLtdDFyTUxtc25idXpfOFVLMzJSN3lCT3c&rm=full&f=0#gid=0

The shortened linkname is

http://bitly.com/SelfEvalInfoSources

How to use this spreadsheet

*If you are looking for a resource, **first, click on the ID# in the upper left corner of your screen to sort all the records by ID#.** Then you can find the resource by using the following methods:*

1) Make sure you clicked on the blue link called ID# in the upper left corner to sort all the records by ID#. Then you can scan down the spreadsheet by ID# in number order. The red circle on the image below shows the ID# link.
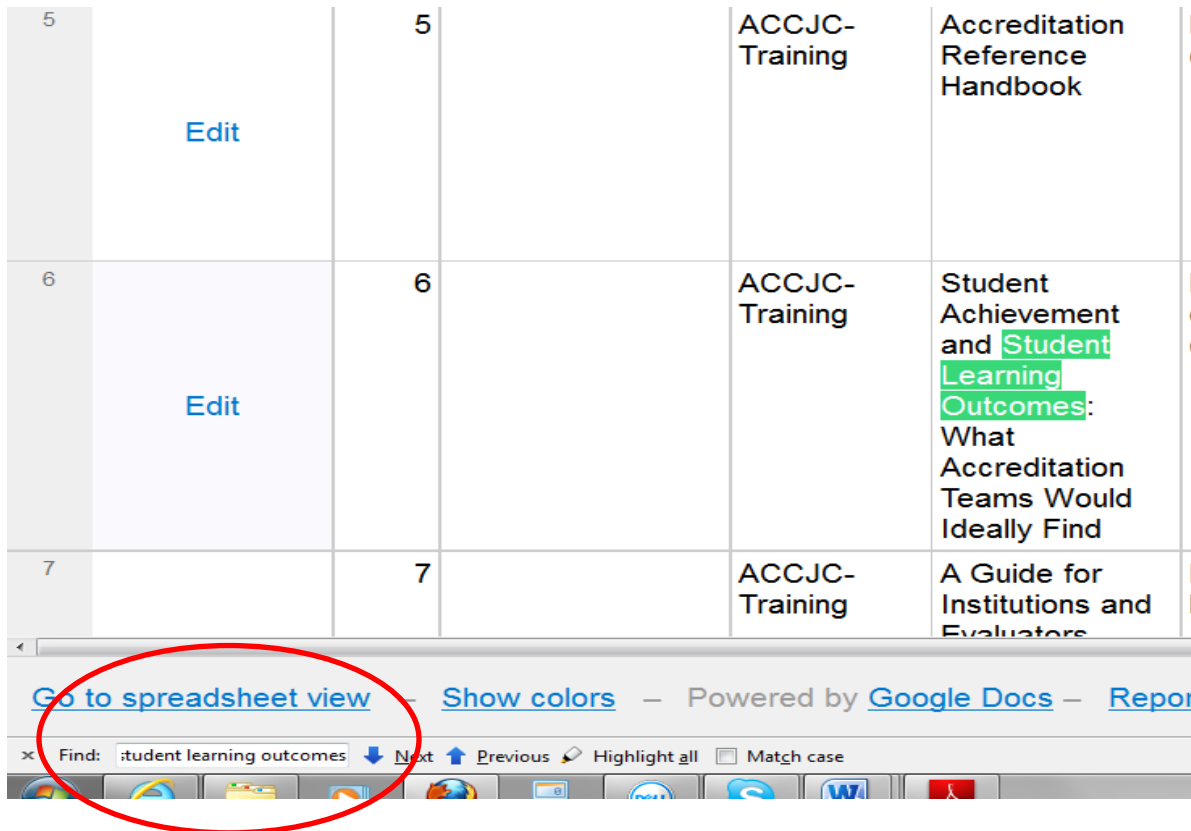
2) If you wish to browse the listings in any of the columns (e.g. the **Type of Info**), click on the "down"arrow next to **(All)** in the drop down menu box under the header you wish to browse.   Then you can select which category (filter) or type of record you wish to browse. If you wish to see all the records again, select (All) again at the top of the drop-down menu. (Advanced Tip: make sure all the other columns are set to **(All)** if you are filtering on one column, unless you wish to apply multiple filters).

3) Search the entire spreadsheet like a web page, with a word or phrase

Press **CONTROL F** on a PC or **COMMAND F** on a Mac. Fill in the "Find:" box with a word or phrase and your browser will locate it for you.

5		5		ACCJC-Training	Accreditation Reference Handbook	
	Edit					
6		6		ACCJC-Training	Student Achievement and Student Learning Outcomes: What Accreditation Teams Would Ideally Find	
	Edit					
7		7		ACCJC-Training	A Guide for Institutions and Evaluators	

Go to spreadsheet view — Show colors — Powered by Google Docs — Repor

× Find: student learning outcomes ↓ Next ↑ Previous ⌕ Highlight all ☐ Match case

Ways to view the information

1. If you wish to enlarge the font, press **CTRL +** on your PC or **Command +** on your Mac

2. If no gridlines are showing, click on **Show colors** at the top of your screen

3. The default view is **List view**. If you wish to browse the information in spreadsheet view, click on **Go to spreadsheet view** at the top of the screen.

Description of most the important columns.

1. The **ID#** indicates the order in which the links have been entered.

2. **Type of Info** describes the source and/or purpose of the document.

3. **Title** is the title of the document. Sometimes a title is assigned.

4. **Source** indicates the agency that produced the information.

5. **Description** refers to a brief description of the document, sometimes quoting the source of the document(s). If there is more than one location to access this information it may be noted here.

6. **Date of Data** is when the data is collected. **Date Published** is when the information is published.

7. **Revised:** If a document has been through several revisions we make note of the date of the latest revision in this column .

8. **URL**: This is a link to the information. The information could be in Quill, in Laulima, or on another website.

9. **Access:** When it states **Everyone,** this means the information is public on the web.   **KCC personnel** is for documents requiring a login in Quill. **Steering committee** means the document is available for those who are on the steering committee.

More information

If you have any questions, suggestions, or notice any mistakes (with this guide or the spreadsheet), email Sunny at sunyeen@hawaii.edu.