



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
Commission on Public Schools

## Self-Reflection Committee Meeting Agenda

*The Self-Reflection committee is responsible for preparing the Self-Reflection Report through analysis of evidence and collaboration with stakeholders.*

### Timeline

- The Self-Reflection Report should be finished in approximately 2-6 months.
- Complete the report at least one month prior to the Collaborative Conference Visit.
- The steering committee will develop the timeline for completion and oversee writing.

### Self-Reflection Committee(s)

- Ensure understanding of the school's core values, beliefs about learning, and vision of the graduate (formerly the 21st century learning expectations).
- Make sure all writers understand roles and writing.
- Develop and agree on norms of collaboration.
- Review all sections of the Self-Reflection Guide carefully.
- Organize the committee's work.
- Unpack all Principles and review Descriptors in the 2023 Standards for Accreditation, including the Foundational Elements.
- Discuss the educational terms used in the Standards, Principles, and Descriptors for clarity.
- Review the rubrics for the Principles of Effective Practice and Foundational Elements.
- Use a DEIB lens throughout the Self-Reflection process

### Self-Reflection Report

#### (Part 2: Standard reports and CTE program reports as applicable)

#### Gather evidence

- See suggested samples of evidence for each Principle in the Self-Reflection Guide
- NEASC surveys
- Discussions with faculty, students, parents, and others
- Faculty evidence collection spreadsheets (optional)
- School and Community Summary
- State reports

### **Analyze, discuss, and determine alignment to each Principle**

- Ensure thorough discussion of the evidence by the committee using the Self-Reflection Guide.
- Draw conclusions from the evidence regarding the school's alignment to each Principle.
- Use the Foundational Elements Rubric to determine alignment with each Foundational Element.
- Use the Principle Rubric to determine alignment with each Principle in the Standards.
- Based on the evidence, consider the school's level of alignment with each Principle.
- Begin with "not yet evident" and work your way across the continuum.

### **Write the narrative**

- Explain and clarify the conclusion drawn about the school's alignment with the Principles.
- Briefly address each Descriptor of Effective Practice in the narrative to the extent possible.
- Link or upload representative evidence digitally to the portal to support your conclusions.
- Share drafts of the narrative with the steering committee along the way.

### **Determine strengths and areas for growth for each Standard**

- Based on the Principle and Foundational Element narratives, develop a list of strengths and areas for growth for each Standard.

### **Present Part 2 of the Self-Reflection Report to the faculty and vote to ascertain the level of agreement**

- Send the drafts out electronically to all faculty 1 to 2 weeks in advance of the meeting.
- Present one Standard section at a time (recommended) or all five Standard sections of Part 2 as a whole, as determined by the steering committee.
- A 2/3 majority of the faculty needs to approve Part 2 to make it final; 80+ percent is preferred.
- Make any final edits to Part 2 after the faculty vote.

### **Complete the report in the portal**

- ensure all parts of the report, supporting evidence, and documentation are uploaded to the NEASC Accreditation Portal as directed by the steering committee.

Additional information: [www.neasc.org/public](http://www.neasc.org/public) > [Resources for schools](#)