

## Preliminary Inventory of Documents and Resources

The table below includes suggested internal and external resources that can assist the Working Groups during the Self-Study. These resources provide a starting point for the Working Groups to find information relevant to their Standards and research questions. As the Working Groups gather and analyze information, they may discover other resources that will be of use. If additional resources are found, electronic copies should be forwarded to the Steering Committee Liaison (s) so that the resources can be shared by everyone.

Standards for Accreditation	Suggested Documents/Resources	Suggested Person/Office to be Interviewed
<p><b>Standard 1: Mission and Goals</b>  <i>The institution's mission clearly defines its purpose within the context of higher education and indicates whom the institution serves and what it intends to accomplish...</i></p>	<ul style="list-style-type: none"> <li>* College Catalog</li> <li>* Strategic Plan</li> <li>* Enrollment Management Plan</li> <li>* Institutional Dashboard Reports</li> <li>* Board of Trustees By-Laws</li> <li>* Faculty Senate By-Laws</li> <li>* College Policies</li> <li>* Admissions Policies and Practices</li> <li>* Marketing Plan and Materials</li> <li>* Curriculum Development and Approval Process</li> <li>* HR Recruitment Materials</li> </ul>	<ul style="list-style-type: none"> <li>* President</li> <li>* Board of Trustees</li> <li>* Executive Team</li> <li>* Faculty Senate Officers</li> <li>* SGA Officers and SGA Senators</li> <li>* Bergen County Leaders</li> <li>* Curriculum Committee</li> <li>* Executive Director of HR</li> <li>* Deans</li> <li>* Department Chairs/Directors</li> </ul>
<p><b>Standard 2: Planning, Resource Allocation, and Institutional Renewal</b>  <i>An institution conducts ongoing planning and resource allocation based on its mission and goals, develops objectives to achieve them, and utilizes the results of its assessment activities for institutional renewal...</i></p>	<ul style="list-style-type: none"> <li>* 2010-2013 Strategic Plan</li> <li>* 2013-2018 Strategic Plan</li> <li>* 2013-2018 Strategic Plan Implementation Annual Rollout and Tracking Reports</li> <li>* Institutional Dashboard Reports</li> <li>* Financial Audit Reports</li> <li>* Periodic Program Review Plan</li> <li>* Annual Budget Process Guidelines and Templates</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Administrative Services</li> <li>* Executive Director of Finance</li> <li>* Budget and Finance Advisory Council</li> <li>* President</li> <li>* Board of Trustees' Audit and Finance Committee</li> <li>* Deans and Department Chairs/Directors</li> <li>* VP of Institutional Effectiveness</li> <li>* Executive Director of BCC Foundation</li> <li>* Strategic Plan Implementation Team Leaders</li> </ul>

<p><b>Standard 3: Institutional Resources</b>  <i>The human, financial, technical, facilities, and other resources necessary to achieve an institution's mission and goals are available and accessible...</i></p>	<ul style="list-style-type: none"> <li>* Human Resources Policies and Practices</li> <li>* Information Technology Master Plan</li> <li>* Facilities Master Plan</li> <li>* Annual Financial Audit Reports</li> <li>* Annual Budgets</li> <li>* 2013-2018 Strategic Plan and Implementation Action Plans</li> <li>* BCC Endowment Reports</li> <li>* Perkins Funds and Distribution</li> <li>* Purchasing Policies and Guidelines</li> <li>* Institutional Dashboard Reports</li> </ul>	<ul style="list-style-type: none"> <li>* Executive Director of Human Resources</li> <li>* Executive Director of Information Technology Services</li> <li>* VP of Administrative Services</li> <li>* Executive Director of Finance</li> <li>* Director of Purchasing</li> <li>* VP of Academic Affairs</li> <li>* VP of Student Affairs</li> <li>* Managing Director of IR</li> <li>* Executive Director of Financial Aid</li> <li>* Bargaining Unions Leadership</li> </ul>
<p><b>Standard 4: Leadership and Governance</b>  <i>The institution's system of governance clearly defines the roles of institutional constituencies in policy development and decision-making...</i></p>	<ul style="list-style-type: none"> <li>* Board's Governance By-Laws &amp; Policies</li> <li>* Faculty Senate By-Laws or Constitution</li> <li>* Bergen Faculty Association's By-Laws or Constitution</li> <li>* College Council's By-Laws or Constitution</li> <li>* Staff Council By-Laws or Constitution</li> <li>* Student Government Association (SGA) By-Laws or Constitution</li> <li>* Professional Staff Union By-Laws or Constitution</li> <li>* Clerical Support Staff Union By-Laws or Constitution</li> <li>* Collective Bargaining Agreements</li> </ul>	<ul style="list-style-type: none"> <li>* Board of Trustees</li> <li>* President</li> <li>* Faculty Senate Leaders</li> <li>* Bergen Faculty Association Leaders (Faculty Union)</li> <li>* College Council</li> <li>* Staff Council</li> <li>* SGA President</li> <li>* Professional Staff Union Leaders</li> <li>* Support Staff Union Leaders</li> <li>* Adjunct Faculty Union</li> </ul>

<p><b>Standard 5: Administration</b>  <i>The institution's administrative structure and services facilitate learning and research/scholarship, foster quality improvement, and support the institution's organization and governance.</i></p>	<ul style="list-style-type: none"> <li>* Organizational Chart</li> <li>* Job Description of the President</li> <li>* Performance Evaluation Procedure and Related Materials</li> <li>* College's Communication Plan</li> <li>* PACE (Personal Assessment of College Environment) Report</li> <li>* Academic and Educational Services Outcomes Assessment Plan and Report</li> <li>* College-wide Professional Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>* Board of Trustees</li> <li>* Executive Team Members</li> <li>* BCC faculty and Staff (random interviews)</li> <li>* Student Club Leaders</li> <li>* Department Chairs/Directors</li> <li>* College Council and Staff Council Officers</li> <li>* Deans</li> <li>* Communication Taskforce Co-Chairs</li> <li>* Executive Director of HR</li> </ul>
<p><b>Standard 6: Integrity</b>  <i>In the conduct of its programs and activities involving the public and the constituencies it serves, the institution demonstrates adherence to ethical standards and its own stated policies, providing support for academic and intellectual freedom.</i></p>	<ul style="list-style-type: none"> <li>* Promotion Guidelines</li> <li>* Hiring Guidelines/Recruitment Materials</li> <li>* Purchasing Policies &amp; Guidelines</li> <li>* College Catalog</li> <li>* Marketing Materials</li> <li>* Employee Code of Conduct</li> <li>* Student Code of Conduct</li> <li>* Affirmative Action Guidelines</li> <li>* College Website &amp; CIE Website</li> <li>* Consumer Information on the College's Website</li> <li>* Federal and State Reports (i.e., IPEDS)</li> <li>* Financial Aid Audit Reports</li> <li>* Middle States Annual Institutional Profile Report</li> <li>* Grants Annual Audit Reports</li> <li>* PACE Report</li> <li>* Bargaining Units Contracts</li> </ul>	<ul style="list-style-type: none"> <li>* Dean of Enrollment Services</li> <li>* Managing Director of Public Relations</li> <li>* Managing Director of Purchasing and Services</li> <li>* President</li> <li>* Board Chair</li> <li>* Executive Director of Human Resources</li> <li>* Student Conduct Hearing Board</li> <li>* Dean of Student Life &amp; Judicial Affairs</li> <li>* Managing Director of IR</li> <li>* Managing Director of Grants Administration</li> <li>* Bargaining Unions Leadership</li> <li>* Faculty Senate Leadership</li> </ul>

<p><b>Standard 7: Institutional Assessment</b>  <i>The institution has developed and implemented an assessment process that evaluates its overall effectiveness in achieving its mission and goals and its compliance with accreditation standards.</i></p>	<ul style="list-style-type: none"> <li>* Outcomes Assessment Framework and Assessment Cycle</li> <li>* Outcomes Assessment Handbook</li> <li>* Meta-Analysis of Outcomes Assessment – Annual Report</li> <li>* Assessment Fellows Job Description</li> <li>* LAC Mission and Purpose</li> <li>* Academic Assessment Plans and Reports (TK-20)</li> <li>* AES Assessment Plans and Reports (TK-20)</li> <li>* Strategic Plan and Implementation Tracking Reports</li> <li>* Institutional Dashboard – 2010-2013; 2013-2018</li> <li>* CCSSE Data</li> <li>* Gen. Education Assessment Report</li> <li>* Program Learning Goals/Outcomes</li> <li>* CIE Assessment Workshop Schedules and Presentation Materials</li> </ul>	<ul style="list-style-type: none"> <li>* Assessment Fellows</li> <li>* Department Assessment Liaisons</li> <li>* Learning Assessment Committee (LAC)</li> <li>* Department Chairs/Managing Directors</li> <li>* VP of Academic Affairs</li> <li>* VP of Student Affairs</li> <li>* VP of Administrative Services</li> <li>* VP of Institutional Effectiveness</li> <li>* General Education Committee Chair</li> <li>* Deans</li> <li>* Executive Director of Finance</li> </ul>
<p><b>Standard 8: Student Admissions and Retention</b>  <i>The institution seeks to admit students whose interests, goals and abilities are congruent with its mission and seeks to retain them through the pursuit of the students' educational goals.</i></p>	<ul style="list-style-type: none"> <li>* College Catalog</li> <li>* Admission and Recruitment Materials</li> <li>* Financial Aid Workshop Materials</li> <li>* Financial Aid Audit Reports</li> <li>* Foundation Scholarships</li> <li>* CIE Website – Institutional Data</li> <li>* Placement Testing Policies and Materials</li> <li>* Strategic Plan and Implementation Reports</li> <li>* K-12 Partnerships and Initiatives</li> <li>* Enrollment Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Student Affairs</li> <li>* Executive Director of BCC Foundation</li> <li>* Managing Director of IR</li> <li>* Director of Admissions</li> <li>* Executive Director of Financial Aid</li> <li>* Executive Assistant to the President</li> <li>* Director of EOF</li> <li>* Director of Honors Program</li> <li>* Dean of Enrollment Services</li> </ul>

<p><b>Standard 9: Student Support Services</b>  <i>The institution provides student support services reasonably necessary to enable each student to achieve the institution's goals for students.</i></p>	<ul style="list-style-type: none"> <li>* Title V, 123 Connect Reports</li> <li>* CIE Website – Institutional Data</li> <li>* CCSSE Data</li> <li>* Tutoring Services – Scope of Programs and Annual Reports</li> <li>* Advising Handbook</li> <li>* College Website</li> <li>* Student Handbook</li> <li>* College Catalog</li> <li>* Student Web-Advisor</li> <li>* Child Development Center – Usage Data by Bergen Students</li> <li>* Organizational Chart, Student Affairs</li> <li>* HPOG Grant Data</li> <li>* Emergency Funds for Students</li> <li>* Student Scholarships</li> <li>* Food Pantry Program</li> <li>* Summer Intensive/College Readiness Program</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Student Affairs</li> <li>* Dean of Student Support Services</li> <li>* Managing Director of Tutoring Center</li> <li>* VP of Academic Affairs</li> <li>* Managing Director, Office of Special Services</li> <li>* HPOG Director</li> <li>* 123 Connect Coordinator</li> <li>* Success 101 Program Coordinator</li> <li>* Academic/Career/Transfer/Personal Counselors</li> <li>* Office of Veteran Affairs</li> <li>* Executive Director of Financial Aid</li> <li>* Director of Athletics??</li> <li>* Deans and Department Heads</li> <li>* Director of Deaf Services</li> <li>* Behavioral Intervention Team</li> <li>* Executive Director of BCC Foundation</li> <li>* Executive Assistant to the President</li> </ul>
<p><b>Standard 10: Faculty</b>  <i>The institution's instructional, research, and service programs are devised, developed, monitored and supported by qualified professionals.</i></p>	<ul style="list-style-type: none"> <li>* Faculty Tenure and Promotion Policies and Guidelines</li> <li>* Faculty Credentials</li> <li>* Faculty Recruitment Materials</li> <li>* Marketing Materials Highlighting Faculty Accomplishments</li> <li>* Faculty Recognition Program</li> <li>* Faculty Development Programs</li> <li>* Collective Bargaining Agreements</li> <li>* HR Data on Faculty Resources</li> <li>* Curriculum Development Process</li> <li>* Fact Book, Faculty Characteristics Section</li> </ul>	<ul style="list-style-type: none"> <li>* Board of Trustees</li> <li>* President</li> <li>* VP of Academic Affairs</li> <li>* Faculty Senate Leadership</li> <li>* College Council</li> <li>* Curriculum Committee</li> <li>* BCC Faculty Association (Faculty Union) Leaders</li> <li>* Adjunct Faculty Union Leaders</li> <li>* Director of Honors Program</li> <li>* CITL</li> <li>* Faculty Development Chair</li> <li>* Partners in Learning Co-chairs</li> <li>* Dean of Adjunct Faculty</li> <li>* College Archivist/Bergen Historian</li> </ul>

<p><b>Standard 11: Educational Offerings</b>  <i>The institution's educational offerings display academic content, rigor, and coherence that are appropriate to its higher education mission...</i></p>	<ul style="list-style-type: none"> <li>* College Catalog</li> <li>* General Education Program Learning Goals/Outcomes</li> <li>* Gen. Ed Assessment Reports</li> <li>* Academic Program Learning Goals/Outcomes</li> <li>* Course and Program Approval Process and Documentations</li> <li>* Periodic Program Reviews</li> <li>* Current Course Syllabus</li> <li>* Assessment Plans and Reports – Tk20</li> <li>* CIE Website; Internal Data; Fact Book</li> <li>* Developmental Education Programs</li> <li>* Service Learning Projects</li> <li>* Honors Projects</li> <li>* Success 101 Course Data</li> <li>* CCSSE Data and Reports</li> <li>* Distance/Online Course Offerings and Trend</li> <li>* Transfer Student Survey</li> <li>* Graduate Follow-Up Survey</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Academic Affairs</li> <li>* Curriculum Committee Chair</li> <li>* General Education Committee Chair</li> <li>* Assessment Fellows</li> <li>* Department Chairs/Directors</li> <li>* Student Club Leaders</li> <li>* Success 101 Course Coordinator</li> <li>* Random Interviews with Students</li> <li>* Academic Deans</li> <li>* Student Affairs Deans</li> <li>* Alumni Representatives (if possible)</li> <li>* Transfer Counselors</li> <li>* Career Counselors</li> </ul>
<p><b>Standard 12: General Education</b>  <i>The institution's curricular are designed so that students acquire and demonstrate college-level proficiency in general education and essential skills, including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological competency.</i></p>	<ul style="list-style-type: none"> <li>* College Catalog</li> <li>* General Education Requirements for Degree Programs</li> <li>* General Education Learning Goals/Outcomes</li> <li>* General Education Assessment Reports</li> <li>* GE Gatekeeping Courses – Success Rates</li> <li>* CCSSE and Other Student Survey Data</li> <li>* NJCCC General Education Guidelines</li> <li>* NJ State Guidelines on Gen. Ed.</li> <li>* Credit Transfer Data – Transfer Student Survey</li> <li>* CIE Website – Assessment Pages</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Academic Affairs</li> <li>* General Education Committee</li> <li>* Faculty Development Chair</li> <li>* Transfer Counselors</li> <li>* Assessment Fellows</li> <li>* VP of Institutional Effectiveness</li> <li>* Academic Department Chairs</li> </ul>

<p><b>Standard 13: Educational Activities</b>  <i>The institution's programs or activities that are characterized by particular content, focus, location, mode of delivery, or sponsorship meet appropriate standards.</i></p>	<ul style="list-style-type: none"> <li>* College Catalog</li> <li>* Incoming Student Placement Test Policies and Guidelines</li> <li>* Placement Test Results</li> <li>* IR Reports – Success Rates of Developmental Courses, GE Courses, Success 101</li> <li>* Continuing Education Program Offerings</li> <li>* Service Learning Projects</li> <li>* HPOG Activities</li> <li>* STEM Activities</li> <li>* Distance/Online Courses and Programs</li> <li>* Graduate Follow-Up Survey</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Academic Affairs</li> <li>* VP of Student Affairs</li> <li>* Testing Center Coordinator</li> <li>* Dean of Student Support Services</li> <li>* Deans (including Continuing Education, Ciarco &amp; Meadowlands)</li> <li>* Department Chairs/Directors</li> <li>* Developmental Math &amp; EBS Faculty</li> <li>* HPOG Coordinator</li> <li>* STEM Grant Coordinator</li> <li>* Title V Coordinator</li> <li>* SGA Leaders</li> <li>* Student Activities Advisor</li> <li>* Counselors</li> <li>* ALP Faculty</li> </ul>
<p><b>Standard 14: Assessment of Student Learning</b>  <i>Assessment of student learning demonstrates that, at graduation or other appropriate points, the institution's students have knowledge, skills, and competencies consistent with institutional and appropriate higher education goals.</i></p>	<ul style="list-style-type: none"> <li>* Assessment Framework</li> <li>* Assessment Handbook</li> <li>* Program Learning Goals/Outcomes</li> <li>* General Education Assessment Reports</li> <li>* Academic Assessment Plans and Reports (TK-20)</li> <li>* CIE Website</li> <li>* Program Review Guidelines and Reports</li> <li>* Strategic Plan Implementation – Strategic Theme 1: Student Success and Excellence</li> <li>* Graduate Follow-Up Survey</li> <li>* Transfer Student Survey</li> </ul>	<ul style="list-style-type: none"> <li>* VP of Institutional Effectiveness</li> <li>* VP of Academic Affairs</li> <li>* Faculty Senate Leadership</li> <li>* General Education Committee Chair</li> <li>* Curriculum Committee Chair</li> <li>* Academic Deans and Department Chairs</li> <li>* President</li> <li>* Bergen Alumni Representatives</li> <li>* Assessment Fellows and Department Assessment Liaisons</li> <li>* LAC (Learning Assessment Committee) Members</li> </ul>

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