

Network Folders

For security and ease of use, we will use network folders to store documents and evidence related to our standard writing work. Those affiliated with each standard will be able to access the folder for that standard. Standard folders will be titled, “Standard 1,” “Standard 2A” (since 2A, 2B, and 2C are broken out), “Standard 4,” etc.

Location of Network Folders

Standard Tri-Chairs and Writers will be able to access their standard folder through the “My Computer” tree (G:/Departments/ACCREDITATION 2016) or by clicking on a shortcut that they’ve located on their taskbar.

Permissions to Network Folders

The Accreditation Leadership Team will have access to all network folders related to Accreditation 2016. Each Tri-Chair and Writer will have access to the folder for their standard (only). The Tri-Chairs for Standard 2 (2a-2c) will have access to all Standard II folders. The writers for 2a-2c will only have access to their own sub-section.

Available Folders

For convenience, the following subfolders are located within each standard folder. Your team can create additional folders to further organize your workspace.

1. Drafts
2. General Info
3. Team Communications
4. Standard Meetings
5. Evidence
6. Interviewing

Suggestions for Managing the Draft(s) and Evidence Folders

Draft Folder

To keep the most recent Standard draft easily accessible, Tri-Chairs may choose to receive submissions from standard writers, compile these submissions on a periodic basis, and save the most up-to-date draft. The Standard folder titled, “Drafts,” contains a folder for the most recent draft and another folder for archived drafts.

Date all drafts as a rule of thumb.

Teams may choose to work on a draft sections “wiki-style” using Word’s track changes, may choose to write together, or may choose to write drafts independently coming together later at any campus location for comments and suggestions. The network folders will allow teams to work according to their preferred styles.

Tip: Don’t save important work in My Documents, on your C: drive, or on your desktop. These are not networked locations and are not backed-up. Instead, use the network folder, your H: drive, or your department share drive. Also back up to a flash drive.

Evidence Folder / Managing Evidence

As Writers develop their sections, they will routinely come upon instances in which they need to cite evidence. To keep evidence organized, please follow these titling conventions in the text and when saving documents to the Evidence folder:

1. **Evidence titles** should include the standard number (as a Roman numeral), section number (as a Capital Letter), and a sequential number assigned to each piece of evidence in a section, starting with 1. For example, the first piece of evidence for Standard I.A would be IA.1. If Standard IA references ten pieces of evidence, its evidence list would number IA.1-IA.10. Standard IB and each subsequent sub-standard section would then begin with IB.1, IC.1, etc.

If a particular section has subsections, those subsections would be included in the numbering system (e.g., IB.1.1).

2. In addition, each team will keep a simple **evidence table**, as follows. This will save Teams from later having to open each document to recall what it might be. When later shaping the whole document, this will be a helpful tool for Chris Sullivan, and will be used in some form by the Site Visit Team. Evidence tables have been placed in the network folders to get your team started.

Migrating Network Folder Documents for Site Visit

Migrating Writing Teams' Drafts

Once we've finished the team writing stage, Chris Sullivan will begin shaping the whole document and giving it Mesa's voice. In addition to drafts he may request, he'll also have access to each standard folder if any documents are too large for emailing, for convenience, etc.

While stored in network folders, all documents are secure, accessible, and regularly backed up.

Evidence Folder & Managing Evidence

If we all follow the titling conventions, it will be very easy to accomplish the following as the site visit approaches. We'll be able to easily -

1. Place the 2016 Self Evaluation and all evidence on the website, assigning the report and each piece of evidence a distinct and stable URL.
2. Provide the College and Site Visit Team with a hot-linked, electronic Accreditation manuscript on the website with stable URLs.
3. Save an organized list of evidence on Site Team flash drives linked to stable URLs.

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