**Naming & Saving Evidence**

2018 Self Evaluation

Store evidence in the BC Accreditation SharePoint drive: <https://kccd.sharepoint.com/sites/groups/bcAccred/>. Please save all files as a PDF.

According to ACCJC’s *Manual for Institutional Self Evaluation*, Appendix J, there is a protocol for naming the evidence files when saved. Please adhere to the following guidelines.

**Guidelines:**

* Use Calibri 11pt font
* File names should be 27 characters in length, or less
* Use the developed standard abbreviations for file names—for consistency & simplification

**Formula for naming files:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard related to evidence (Roman # & letter) | Committee/ organization/ source of evidence  (abbreviations on back of page) | Source event (if applicable)  ex: meeting  (abbreviations below) | Date of event or creation/ publication  ex: 2\_6\_17 | Evidence/ item/ document description (may use abbreviation from below or back of page) |

**Examples of file names:**

IVA\_AIQ\_mtg\_1\_24\_17\_min

IIB\_LIB\_2015-16\_circ\_stats

**File naming abbreviations for common description words:**

evt Event mtg Meeting

doc Document web Webpage

min Minutes

**Please see file naming abbreviations for sources of evidence on the back of this page.**

**File naming abbreviations for source of evidence:**

|  |  |  |  |
| --- | --- | --- | --- |
| AS | Academic Senate | FAC | Facilities |
| ATF | Accessibility Task Force | FAS | Facilities & Administrative Services |
| AIQ | Accreditation & Institutional Quality Committee | FSC | Facilities & Sustainability Committee |
| ADMC | Administrative Council | FMP | Facilities Master Plan |
| AR | Admissions & Records | FCDC | Faculty Chairs/Directors Council |
| ASTEP | African-American Success Through Excellence & Persistence | FIN | Finance |
| AO | Archives Office | FA | Financial Aid |
| AC | Assessment Committee | FY | Fiscal Year |
| BC | Bakersfield College | FO | Foundations Office |
| BOT | Board of Trustees | HM | Habits of Mind |
| BTC | Budget Committee | HR | Human Resources |
| CSEA | California School Employees Association | ISIT | Info Services Instructional Technology Committee |
| CTEC | Career & Technical Education Council | KCCD | Kern Community College District |
| CAT | Catalog | LIB | Library |
| CL | Closing the Loop | MJ | Measure J |
| CLG | Cohort Leaders Group | OP | Office of the President |
| CC | College Council | PW | Pathways |
| CCC | Committee Co-Chairs | PIT | Pathways Implementation Team |
| CCA | Community College Association | PT | Peer Tutoring |
| CRC | Curriculum Committee | PC | President's Cabinet |
| DC | Data Coaches | PD | Professional Development |
| DSPS | Disabled Students Programs & Services | PDC | Professional Development Committee |
| DE | Distance Education | PRC | Program Review Committee |
| DO | District Office | RS | Renegade Scorecard |
| DUAL | Dual Enrollment | SAC | Safety Advisory Committee |
| DEOC | Dual Enrollment Operational Committee | SC | State of the College |
| DETF | Dual Enrollment Task Force | SD | Strategic Directions |
| EAC | Educational Administrators Council | SDTF | Strategic Directions Task Force |
| EMP | Educational Master Plan | SALT | Student Affairs Leadership Team |
| EMC | Enrollment Management Committee | SGA | Student Government Association |
| EODAC | Equal Opportunity & Diversity Advisory Council | SSEC | Student Success Equity Committee |
| EC | Equivalency Committee | IT | Technology |
| EOPS | Extended Opportunity Programs & Services |  |  |