

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)
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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		