

GUIDELINES FOR PREPARING INSTITUTIONAL REPORTS TO THE COMMISSION

*A Publication of the Accrediting Commission
for Community and Junior Colleges
Western Association of Schools and Colleges*

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Edition

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Background

Institutions must meet the Eligibility Requirements (ERs), Accreditation Standards, and Commission policies at all times. Comprehensive evaluation teams visit every six years to verify that institutions meet these requirements. However, other reports and visits may be required that verify that colleges continue to meet the ERs, Accreditation Standards, and Commission policies.

Institutional reports to the Commission can occur at any time between comprehensive visits. A **Midterm Report** is required of all institutions in the third year following the comprehensive evaluation team visit. A **Follow-Up Report** is required when an institution must provide evidence that demonstrates that it has addressed recommendations and resolved deficiencies identified in an evaluation team report. When the Commission receives information that raises significant concerns about an institution, a **Special Report** is required to provide information about the institution that the Commission will specify in a letter. All reports to the Commission are supported with evidence that document the information in the report.

Institutions will find helpful resources in the Eligibility Requirements, Accreditation Standards, and Commission policies; the *Guide to Evaluating Institutions*; the *Guide to Evaluating Distance Education and Correspondence Education*; the Rubric for Evaluating Institutional Effectiveness Parts I, II, and III; and the *Accreditation Reference Handbook*.

The Commission reviews institutional reports at its next regularly scheduled meeting and notifies institutions in an action letter as to what further action, if any, the institution must take.

Midterm Report

Institutions are required to submit a Midterm Report in the third year following the comprehensive evaluation team visit. The Midterm Report includes a narrative analysis and evidence that demonstrates how deficiencies have been resolved, describes progress on recommendations for improvement, and identifies the status of improvement plans (formerly planning agenda items) from the Institutional Self Evaluation (formerly Self Study) Report.

Requirements and Format for Midterm Reports

The following elements are required in a Midterm Report:

1. Cover Sheet (Appendix 1)

The Cover Sheet identifies that this is a Midterm Report and includes the name and address of the institution and the date of submission.

2. Certification Page (Appendix 2)

The Certification Page certifies that there was broad participation in the preparation of the report and that the report is an accurate reflection of the nature and substance of the institution. The College Chief Executive Officer, Chair of the Governing Board, and other College personnel, as appropriate, shall sign this certification attesting to their review of report.

3. Table of Contents

This is a listing of the contents of the report.

4. Report Preparation

This section describes the process used to prepare the report and identifies those who were involved in its preparation.

5. Response to Team Recommendations and the Commission Action Letter

Each recommendation identified by the comprehensive evaluation team must be addressed. This section of the report must include the following items:

- Demonstration that the institution has resolved the deficiencies identified in the comprehensive team report; that the institution now meets the Eligibility Requirements, Accreditation Standards, and Commission policies; and that the changes/improvements have been sustained.
- Description of the institutional response to the recommendations of the comprehensive evaluation team meant to increase institutional effectiveness.

6. Response to Self-identified Issues

This section reports on the progress made on the institution's self-identified Improvement plans (formerly planning agendas) from its Self Evaluation (formerly Self Study) Report and specifies timelines for completion and responsible parties.

7. Appendices

The Midterm Report shall include appropriate evidence to document the information provided in the report.

The institution is required to send **three hard copies and an electronic copy** of its Midterm Report with evidence to the Commission. Send hard copies of the report to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949 and the electronic copy of the report to accjc@accjc.org

Follow-Up Report

The Commission may require a Follow-Up Report at any time between comprehensive visits. This report includes a narrative analysis and evidence that describes the resolution of deficiencies identified in the Commission action letter; verifies that the Eligibility Requirements, Accreditation Standards, and Commission policies are met; and affirms that the changes/improvements have been sustained.

Requirements and Format for Follow-Up Reports

The following elements are required to be included in a Follow-Up Report:

1. **Cover Sheet** (Appendix 1)

The Cover Sheet identifies that this is a Follow-Up Report and includes the name and address of the institution and the date of submission.

2. **Certification Page** (Appendix 2)

The Certification Page certifies that there was broad participation in the preparation of the report and that the report is an accurate reflection of the nature and substance of the institution. The College Chief Executive Officer, Chair of the Governing Board, and other College personnel, as appropriate, shall sign this certification attesting to their review of report.

3. **Table of Contents**

This is a listing of the contents of the report.

4. **Report Preparation**

This section describes the process of report preparation and identifies those who were involved in its preparation.

5. **Response to the Commission Action Letter**

Each deficiency identified by the Commission in its action letter must be resolved. The report must provide a narrative analysis and evidence that demonstrates the institution has addressed each recommendation and resolved the associated deficiencies. It must also demonstrate that the Eligibility Requirements, Accreditation Standards and Commission policies are now met and affirm that the institution will sustain the changes/improvements.

6. **Appendices**

The Follow-Up Report shall include appropriate evidence to document the information provided in the report.

The institution is required to send **three hard copies and an electronic copy** of its Follow-Up Report with evidence to the Commission. Send hard copies of the report to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949 and the electronic copy of the report to accjc@accjc.org. If the report is accompanied by a visit, a roster of team membership will be sent to the institution, and the institution shall send a copy of the report to each team member.

Special Report

As provided for in Commission policy (“Student and Public Complaints against Member Institutions,” “Rights and Responsibilities of ACCJC and Member Institutions in the Accrediting Process,” and “Commission Good Practice in Relations with Member Institutions”), the Commission may require a Special Report when the it receives information that raises significant concerns about an institution’s compliance with Eligibility Requirements, Accreditation Standards, and/or Commission policies. The specific requirements of a Special Report will be contained in a letter from the Commission to the institution.

Requirements and Format for Special Reports

The following elements are required to be included in a Special Report:

1. Cover Sheet (Appendix 1)

The Cover Sheet identifies that this is a Special Report and includes the name and address of the institution and the date of submission.

2. Certification Page (Appendix 3)

The Certification Page certifies that the report is an accurate reflection of the nature and substance of the institution. The College Chief Executive Officer and the Chair of the Governing Board shall sign this certification attesting to the preparation and review of the report.

3. Table of Contents

This is a listing of the contents of the report.

4. Report Preparation

This section describes the process of report preparation and identifies those who were involved in its preparation.

5. Response to the Commission Letter

Each issue identified by the Commission in its letter to the institution must be addressed in the Special Report.

6. Appendices

The Special Report shall include appropriate evidence to document the information provided in the report.

The institution is required to send **three hard copies and an electronic copy** of its Special Report with evidence to the Commission. Send hard copies of the report to the Commission’s mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949 and the electronic copy of the report to accjc@accjc.org. If the report is accompanied by a visit, a roster of team membership will be sent to the institution, and the institution shall send a copy of the report to each team member.

APPENDIX 1

Cover Sheet - Institutional Report

Name of Institution

[Name of Report]

Submitted by:

(Name of Institution)

(Address of Institution)

To:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Date Submitted

APPENDIX 2

[Name of Report] - Certification Page

Date: _____

This _____ Report is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status.

We certify that there was broad participation by the campus community and believe that this report accurately reflects that nature and substance of this institution.

Signed

(Chief Executive Officer)

(Chair, Governing Board)

(Name, Title, Representing)

(Name, Title, Representing)

(Name, Title, Representing)

(Name, Title, Representing)

(Name, Title, Representing)

(Name, Title, Representing)

APPENDIX 3

Special Report - Certification Page

Date: _____

This Special Report is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status.

We certify that we reviewed this Special Report and that we were involved in its development process.

Signed

(Chief Executive Officer)

(Chair, Governing Board)

(Name, Title, Representing)