



**ACCJC**

ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

# Guidelines for Preparing Institutional Reports to the Commission

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## Background

Institutions must meet the Eligibility Requirements, Accreditation Standards, and Commission policies (hereafter called Standards) at all times. Comprehensive evaluation teams visit every seven years to verify that institutions meet these requirements. However, other reports and visits may be required to verify that colleges have resolved deficiencies noted by evaluation teams and continue to meet the Standards. Institutional reports to the Commission can occur at any time if so requested.

A **Midterm Report** is required of all institutions midway between comprehensive evaluation visits in either the third or fourth year as specified in the Commission's action letter.

A **Follow-Up Report** is required when the Commission Action Letter to the college notes compliance requirements and the college must demonstrate that those Standards have been met.

When the Commission receives information that raises significant concerns about an institution, a **Special Report** may be required to provide information about the institution. The Commission will identify the information it is requesting in a formal letter. All reports to the Commission must provide evidence that supports the information and assertions in the report.

The Commission reviews and takes action on institutional reports at its next regularly scheduled meeting. The Commission will notify the college of its decision in an action letter and will include information on any next steps the institution must take.

## Information for Preparation of All Reports

### Submitting Reports to the Commission

The institution is required to submit one electronic copy, including evidence, of its reports to the Commission. Colleges may be asked to provide hard copies to accommodate special needs. The electronic version of the report is required to be submitted as a Word or PDF document. The report should include an appendix of evidence supporting the narrative statements made. The evidence listed should be included in the Table of Contents under Appendices. All evidence submitted with reports must be in electronic format such as, on a clearly labeled flash drive/USB stick, or using active hyperlinks within the body of the report.

Send the USB flash drive with the report and evidence to:

ACCJC  
10 Commercial Blvd., Ste. 204  
Novato, CA 94949

### Evidence

The *Guide to Institutional Self-Evaluation, Improvement, and Peer Review* provides further guidance about selection and presentation of evidence associated with Standards and areas of institutional practice. The best evidence is consistent with the institution's mission, meaningful to the institution's constituents, and used in the institution's ongoing assessment, planning, decision-making, and improvement practices. Links to web pages should be "frozen" at the time of the evaluation visit and checked to ensure they are active.

## Midterm Report

Institutions are required to submit a Midterm Report midway between comprehensive evaluation visits. The Midterm Report provides an update on how improvement plans arising from the institution's self-evaluation were integrated into the institution's ongoing planning and implementation processes, addresses the work accomplished in response to the improvement recommendations made by the previous comprehensive peer review team, and reflects on improving institutional performance (student learning outcomes and institution-set standards). Institutions that underwent comprehensive visits after spring 2016 will report on the progress and outcomes from the action projects that were identified in the institution's Quality Focus Essay as described in the Institutional Self-Evaluation Report.

### Requirements and Format for Midterm Reports

The following elements are required in a Midterm Report:

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

The Cover Sheet identifies the report as a Midterm Report and includes the name and address of the institution and the date of submission.

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

The Certification Page certifies there was broad participation in the preparation of the Report and the Report is an accurate reflection of the nature and substance of the institution. The college Chief Executive Officer (CEO), Chair of the Governing Board, and other college personnel as appropriate, sign this certification attesting to the preparation and review of the Report.

#### **3. Table of Contents**

The Table of Contents is a listing of the contents of the Report, including appendices.

#### **4. Report Preparation**

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

#### **5. Plans Arising from the Self-Evaluation Process**

During the college's self-evaluation process, colleges identify areas of improvement to strengthen their alignment to the Standards. This section reports on those self-identified Improvement plans. The institution should describe their progress on these plans and resulting outcomes. A chart format can be used for this section of the report as appropriate. Any plans still pending for action should be clearly identified with specific timelines for completion and should identify responsible parties.

## 6. Institutional Reporting on Quality Improvements

### 6.A Response to Recommendations for Improvement

If identified in the Commission Action Letter, colleges will address recommendations for improvement in order to increase institutional effectiveness. The college should refer to the External Evaluation Team Report for further information and direction on the improvement recommendations. The institution should explain the manner in which each recommendation to improve was considered, and what, if anything, was done by the institution as a result of the recommendation.

### 6.B Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards (for colleges reviewed after Spring 2016)

#### Student Learning Outcomes (Standard I.B.2)

ACCJC Standard I.B.2 states: "The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services."

Reflect on the college's assessment processes since the last comprehensive review:

- What are the strengths of the process that helps lead the college to improve teaching and learning?
- What growth opportunities in the assessment process has the college identified to further refine its authentic culture of assessment?
- Provide examples where course, program, or service improvements have occurred based on outcomes assessment data.
- In those areas where assessment may be falling behind, what is the college doing to complete the assessments per the college's schedule.

Evidence: Provide evidence to support the information and narrative described above.

#### Institution Set Standards (Standard I.B.3)

ACCJC Standard I. B. 3. reads: "The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information."

Using the most recent Annual Report, the college will reflect on its trend data on institution-set standards for course completion, certificate completion, degrees awarded, and transfer.

- Has the college met its floor standards?
- Has the college achieved its stretch (aspirational) goals?
- What initiative(s) is the college undertaking to improve its outcomes?
- How does the college inform its constituents of this information?

Evidence: Provide the most recent Annual Report used for this reflection.

**6.C Report on the outcomes of the Quality Focus Projects (for colleges reviewed after Spring 2016)**

The Quality Focus Essay in the Institutional Self-Evaluation Report identified quality focus projects to improve Student Learning and Achievement. The Midterm Report will report on the goals, outcomes, and data identified for each quality focus project and the changes in Student Achievement and Student Learning that resulted from the projects. Of particular interest, if appropriate, is commentary on further expansion of the projects, the potential and intent to expand those projects to other areas of the College, and the ability to replicate these projects. The institution should also identify which, if any, projects did not achieve the desired outcomes and provide information as to the factors that contributed to that outcome.

**6.D Fiscal Reporting (for colleges reviewed after Spring 2016)**

Please provide the most recent Annual Fiscal Report with your Midterm Report.

If any of the areas of the most recent Annual Fiscal Report indicate that the college is not meeting its goals, such as high loan default rates, unmet liabilities, and/or projected deficits, please describe any plans for improvement.

If the institution is on enhanced fiscal monitoring, please provide narrative describing progress on the institution's improvement plans.

If the conditions above do not apply, narrative is not required. Nevertheless, the institution should still include a copy of the most recent Annual Fiscal Report as part of its Midterm Report.

**7. Appendices**

All Midterm Reports shall include appropriate evidence to support the information provided in the Report.

## Follow-Up Report

The Commission may require a Follow-Up Report at any time between comprehensive evaluation visits. This report includes a narrative analysis and evidence that describes the resolution of deficiencies identified in the Commission action letter; verifies that the Standards are met; and affirms that the institution will sustain the changes/improvements.

### Requirements and Format for Follow-Up Reports

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

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

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

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

The Certification Page certifies there was broad participation in the preparation of the Report and the Report is an accurate reflection of the nature and substance of the institution. The college Chief Executive Officer (CEO), Chair of the Governing Board, and other college personnel as appropriate, sign this certification attesting to the preparation and review of the Report.

3. **Table of Contents**

The Table of Contents is a listing of the contents of the Report, including appendices.

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 Standards are met and affirm that the institution will sustain the changes and improvements.

6. **Appendices**

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



# Special Report

As provided for in Commission policy<sup>1</sup>, the Commission may require a Special Report when it receives information that raises significant concerns about an institution's compliance with the Standards. 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 A)

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

### 2. Certification Page (Appendix C)

The Certification Page certifies that the report is an accurate reflection of the nature and substance of the institution. The college Chief Executive Officer (CEO) and the Chair of the Governing Board, and other college personnel as appropriate sign this certification attesting to the preparation and review of the report.

### 3. Table of Contents

The Table of Contents is a listing of the contents of the report, including appendices.

### 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 support the information provided in the Report.

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<sup>1</sup> Policy on Student and Public Complaints against Institutions  
Policy on Rights and Responsibilities of ACCJC and Member Institutions  
Policy on Commission Good Practice in Relations with Member Institutions

**Appendix A**  
**Institutional Report - Sample Cover Sheet**

**Name of Institution**

**Name of Report – Midterm, Follow-Up, or Special Report**

*Submitted by:*

(Name of Institution)

(Address of Institution)

Submitted to:

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

Date Submitted:

## Appendix B

### Midterm/Follow-Up/Special Report Sample Certification Page

*(To be inserted in the Midterm/Follow-Up/Special Report following the Cover Sheet)*

**To:** Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

**From:**

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*(Name of Chief Executive Officer)*

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*(Name of Institution)*

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*(Address)*

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

**Signatures:**

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*(Chief Executive Officer)* (Date)

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*(Chairperson, Governing Board)* (Date)

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*(Name, Title, Representing)* (Date)

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*(Name, Title, Representing)* (Date)

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*(Name, Title, Representing)* (Date)

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*(Name, Title, Representing)* (Date)