



Instructions for the Preparation of a Comprehensive Evaluation Committee Report

Report Structure

1. Title page which includes:
 - a) Title of the organization: Northwest Commission on Colleges and Universities;
 - b) Name and address (City and State) of the institution evaluated;
 - c) Nature of the evaluation: Comprehensive Evaluation;
 - d) Dates of evaluation committee visit; and
 - e) The following notice at the bottom of the page: *A confidential report prepared by the Evaluation Committee for the Northwest Commission on Colleges and Universities.*
2. Roster with names and titles of committee chair, committee members, staff liaison, and observers.
3. Table of Contents.
4. Introduction
5. Brief statement on the quality and usability of the institution's self-study report and support materials.
6. Brief summary of methods used to verify the contents of the institution's self-study report.
7. Chapter containing a summary evaluation of institutional compliance with the Eligibility Requirements.
8. Chapters containing analyses and evaluations of the institution with regard to Commission Standards (one chapter per Standard). Each chapter should conclude with a statement of Findings and Conclusions, including Commendations and/or Concerns (formerly little "r" recommendations), as appropriate.
9. Summary chapter with a statement of overarching Findings and Conclusions, including institutional Commendations and Recommendations (formerly called "General Recommendations"), as appropriate, regarding the Commission's standards for accreditation.

Professional Criteria-Based Judgments: Commendations, Concerns, and Recommendations

1. Commendations may, as appropriate, be explicitly enumerated for each Standard. These localized Commendations reflect noteworthy efforts or achievements, rather than nominal expectations, and may or may not rise to the level of an overall institutional Commendation explicitly enumerated at the end of the evaluation report.
2. Concerns (formerly little "r" recommendations) may be explicitly enumerated for each Standard. Concerns note findings of possible non-compliance with accreditation criteria or areas in compliance, but where improvement is needed. Concerns are advisory only and may or may not rise to the level of a Recommendation.
3. Recommendations (formerly called "General Recommendations") are explicitly enumerated at the end of the evaluation report to indicate areas of possible non-compliance with accreditation criteria or areas in compliance, but where improvement is needed. While Concerns may not result in Recommendations, all Recommendations must be supported by findings in the body of the report and linked to Concerns identified within the report. Institutions are expected to take immediate action to address Recommendation(s) explicitly enumerated at the end of the evaluation report.

Confidential Recommendation

The confidential recommendation provides counsel to the Commission regarding: 1) areas in which the institution is perceived to be out-of-compliance with accreditation criteria; and 2) areas in which the institution is perceived to be in compliance with the accreditation criteria, but where improvement is needed. It suggests actions, oversight, and judgments for consideration by the Commission. **The contents of the confidential recommendation are not shared either publicly or privately, in written or verbal form, with the institution or any of its constituents.**

Report Format

Layout

1. Use letter size portrait orientation for the page layout (8½ inch width by 11 inch height).
2. Leave 1 inch margins on the left, right, top and bottom of each page.
3. Use regular 11-point or 12-point type face. Do not use script or italic as the primary font.
4. Number all pages (except title page, introduction, and Table of Contents).
5. Single space text in the body of the report.
6. Use headings for major sections of the report. Explicitly enumerate Commendations and Concerns listed in Standard Chapters and Commendations and Recommendations included in the Summary Chapter of the report. Headings should be typed in bold print face and double spaced from the text.

Print Version

1. Print on 20 pound white (photocopy) paper.
2. Print single-sided pages only. Do not print on both sides of the pages.
3. Do not staple or otherwise bind the report. A paper clip may be used to keep pages in order.

Electronic Version

1. Submit the evaluation report as a Windows-compatible file in Adobe Acrobat (preferred) or Word format.
2. File may be saved to a diskette or CD-ROM disc and included with the print version of the report mailed to:
Northwest Commission on Colleges and Universities
ATTN: Reports
8060 165th Avenue NE, Suite 100
Redmond, WA 98052
3. Alternatively, the file may be e-mailed as an attachment to: reports@nwccu.org

Review and Submission Procedures

Evaluation committee members are to be provided with a draft copy of the evaluation committee report to ensure that the process of compiling and editing the report accurately reflects evaluator findings. Following receipt of comments from the committee, provide the institution's president with a draft copy of the evaluation report to review for corrections of factual errors. After receiving the institution's response, finalize the report and send a printed copy and an electronic version, along with the confidential recommendation, to the Commission office by the designated deadline. The Commission office will forward the final version of the evaluation report to the institution.

Contact the Commission Office, if you have any questions regarding preparation or submission of the report.