



Guidelines for the Preparation of Year Five Reports

Final

Please submit ten (10) printed copies of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office.

Structure and Contents

Expand Year Three Report to Include:

1. Chapter Three – Standard Three: Planning and Implementation

Section I: Institutional Planning

Section II: Core Theme Planning

For each Core Theme:

Integration with Institutional Plan

Alignment with Core Theme Objectives

Student Learning Outcomes (for Core Themes with Educational Programs)

Section III: Chapter Summary

2. Chapter Four – Standard Four: Effectiveness and Improvement

Section I: Assessment

For each Core Theme: [Maximum of three (3) pages per theme]

Assessment of Achievement of Core Theme Objectives

Assessment of Achievement of Goals or Outcomes of Programs and Services

For Educational Programs

Degree or Certificate Assessment

Program Assessment

Student Learning Assessment

Use of Results for Improvement

Core Theme Summary

Section II: Chapter Summary

3. Report Summary [Three (3) pages maximum]

(Continued on reverse side)

Report Layout

1. Use letter size portrait orientation (8½" wide by 11" high) with 1" margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings which should be in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, and Introduction).
4. Single space text in the body of the report.

Publication of Report

To conserve paper and minimize shipping costs, please adhere to the following:

Print Version

1. Use **WHITE** 20 pound paper for the report.
2. Other than the Title Page and Table of Contents page, print on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple reports in the upper left corner. Do not bind or shrink-wrap reports!

Electronic Version

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendixes may also be sent as a single Adobe Acrobat file. ***Non-Acrobat files and multi-file reports may be returned.*** The file should be emailed to: reports@nwccu.org.

Please contact the Commission Office at 425/558-4224 if you have questions on these guidelines.