



## **Guidelines for the Preparation of Year Five Self-Evaluation Reports**

(Revised 6/15/10)

### **Structure and Contents**

1. Title page to include:
  - Title of Self-Evaluation Report
  - Name of Institution
  - Date Submitted
2. Table of Contents
3. Introduction [One (1) page maximum]
4. Institutional Context [One (1) page maximum]
5. Preface
  - Brief Update on Institutional Changes since the Last Report
  - Response to Topics Previously Requested by the Commission
  - Date of Most Recent Review of Mission and Core Themes
6. Updated Chapter One: Mission, Core Themes, and Expectations
  - Section I: Standard 1.A to include [Three (3) pages maximum]:
    - The Institution's Mission Statement
    - Interpretation of Fulfillment of the Institution's Mission
    - Articulation of an Acceptable Threshold or Extent of Mission Fulfillment
  - Section II: Standard 1.B to include:
    - One Subsection for Each Core Theme [Three (3) pages maximum per Subsection]:
      - Title of the Core Theme
      - Brief Description of the Core Theme
      - Objectives of the Core Theme
      - Indicators of Achievement of the Respective Core Theme Objectives
      - Rationale as to Why the Indicators are Assessable and Meaningful Measures of Achievement of the Corresponding Objectives of the Core Theme
7. Updated Chapter Two: Resources and Capacity
  - Standard 2.A Governance
  - Standard 2.B Human Resources
  - Standard 2.C Education Resources
  - Standard 2.D Student Support Resources
  - Standard 2.E Library and Information Resources
  - Standard 2.F Financial Resources
  - Standard 2.G Physical and Technological Infrastructure

(Continued on reverse side)

8. Chapter Three: Institutional Planning  
Standard 3.A Institutional Planning
9. Chapter Four: Core Themes (One section for each Core Theme)  
Section I: Core Theme 1 with respect to Standards 3.B, 4.A, and 4.B  
Section II: Core Theme 2 with respect to Standards 3.B, 4.A, and 4.B  
Etc.
10. Conclusion [Five (5) pages maximum]

### **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 self-evaluation 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 pages, print on **BOTH SIDES** of the paper.
3. Three-hole punch the self-evaluation report and appendices (if any).
4. Staple the self-evaluation report in the upper left corner. Do not bind or shrink-wrap!

#### **Electronic Version**

1. Provide the body of the self-evaluation 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 documents may be returned.*** The file should be emailed to: reports@nwccu.org.

### **Submission of the Report**

#### **Submit the following to the Commission Office:**

1. Five (5) printed copies of the self-evaluation report;
2. One (1) electronic copy of the self-evaluation report; and
3. One (1) copy of the institution's catalog.

#### **Submit the following to each evaluator:**

1. One printed copy of the self-evaluation report;
2. One electronic copy of the self-evaluation report, and
3. One copy of the institution's catalog to each evaluator.

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