**Self-Study Evaluation**

**TEMPLATE**

**Team Report**

*Effective Date: February 1, 2021*

**[NAME OF INSTITUTION]**

**Self-Study Evaluation Team Visit: *[start date-end date]***

# Section A: Institutional Representatives

Provide a list of the following institutional representatives at the time of the visit:

**Chief Executive Officer (CEO)/President**

*[NAME AND TITLE OF CEO/PRESIDENT]*

**Chief Academic Officer**

[NAME AND TITLE OF CHIEF ACADEMIC OFFICER]

**Chief Financial Officer**

[NAME AND TITLE OF CHIEF FINANCIAL OFFICER]

**Chair of the Board of Trustees**

[NAME AND TITLE OF CHAIR OF BOARD OF TRUSTEES]

# Section B: Institutional Context

Provide a brief introduction to the institution, including a summary of the institution’s approach to the self-study evaluation and the institutional priorities identified in self-study design.

# Section C: Requirements of Affiliation

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* all of the requirements of affiliation.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the requirement of affiliation. The summary should reference evidence verified during the self-study evaluation review process.

*If the team cannot affirm compliance with all of the requirements of affiliation, identify each specific requirement of affiliation and provide a brief narrative describing the non-compliance.*

# Section D: Standards for Accreditation

**Standard I: Mission and Goals**

**The institution’s mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution’s stated goals are clearly linked to its mission and specify how the institution fulfills its mission.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the self-study evaluation review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices** *(Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard II: Ethics and Integrity**

**Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bulleted paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations.* *If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements.* *If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices** (*Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard III: Design and Delivery of the Student Learning Experience**

**An institution provides students with learning experiences that are characterized by rigor and coherence of all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, and setting are consistent with higher education expectations.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvements as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard IV: Support of the Student Experience**

**Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvements as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard V: Educational Effectiveness Assessment**

**Assessment of student learning and achievement demonstrates that the institution’s students have accomplished educational goals consistent with their programs of study, degree level, the institution’s mission, and appropriate expectations for institutions of higher education.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard VI: Planning, Resources, and Institutional Improvement**

**The institution’s planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)**  *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard VII: Governance, Leadership, and Administration**

**The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituents it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purpose, and it operates as an academic institution with appropriate autonomy.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the self-study report, evidence, and interviews with campus constituencies to clarify information and verify compliance during the self-study evaluation team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)**  *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

# Section E: Applicable Federal Regulatory Requirements

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* all applicable federal regulatory requirements.

This judgment is based on a review of the Institutional Federal Compliance Report, evidence, and interviews with institutional constituencies to clarify information and verify compliance during the team visit.

*Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with applicable federal regulatory requirements. The summary should reference evidence verified during the review process.*

*If the team cannot affirm compliance with all of the applicable federal regulatory requirements, identify each specific area and provide a brief narrative describing the evidence needed to demonstrate compliance.*

# Section F: Review of Student Achievement and Verification of Institutional Data

**Section F does not need to be read during the Oral Exit Report.**

1. **Student Achievement Goals**

In the team’s judgment, the institution’s approach to realizing its student achievement goals [*appears / does not appear]* to be effective, consonant with higher education expectations, and consistent with the institution’s mission.

This judgment is based on a review of the institution’s student achievement information provided in the self-study report, evidence, interviews with institutional constituencies, and the student achievement URL available on its website.

In addition, in the team’s judgment, the institution’s student achievement information data that it discloses to the public [*appear / do not appear*] to be reasonably valid and accurate in light of other data and information reviewed by the team.

*Provide a brief evaluation of the processes and procedures the institution uses to realize student achievement goals and whether those goals are consistent with higher education expectations and with the institution’s mission.*

1. **Verification of Institutional Data**

In the team’s opinion, the institution’s processes and procedures that it uses to verify institutional data and the data provided in the self-study report [*appear /do not appear*] to be reasonably valid and effective.

*Provide a brief evaluation of the processes and procedures the institution uses to verify institutional data and whether or not these processes and procedures are reasonably valid and effective.*

# Section G: Review of Third-Party Comments

**Section G does not need to be read during the Oral Exit Report.**

If third-party comments were received in accordance with Commission policy and procedures, describe the process the team used to review them.

*If the third-party comments result in a team recommendation or requirement, the team will include those requirements in the proposal for action in the Team Chair’s Confidential Brief.*

***NOTE: Section G should not include a summary of the third-party comments.***

# Section H: List of Additional Evidence

**Section H does not need to be read during the Oral Exit Report.**

List all additional information requested by peer evaluators before or during the visit that was used to verify compliance with Commission standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.

# Section I: Self-Study Report and Process Comments

**Section I to be read during the Oral Exit Report if completed.**

**OPTIONAL** *Please use this section to provide any additional comments you have about the overall self-study evaluation and self-study evaluation team visit. In addition, this is the team’s opportunity to commend the institution, if applicable, on the quality of the self-study report or the quality of the self-study evaluation process.*