

FOR THE WORK ROOM (Sample)

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Note: The list below is meant to be illustrative. Each institution is unique. The list offers examples of the types of documents that may be found across institutions. Many apply to more than one standard, and an institution will certainly have additional pieces of evidence and supporting documents.

Standard/Supporting Documents	
Standard One: <u>Mission, Organization, Governance, and Planning</u>	
Mission	— Current institutional mission statement — Mission statements of colleges, departments, divisions — Charter — Trustee approval of mission statement — Vision statement — Reports of trustee, faculty committees reviewing mission — Report of a periodic review of the mission statement
Governance	— Trustee by-laws — Board membership and affiliation — Trustee minutes — Trustee committees (e.g., academic, budget) and minutes — Documentation of board development activities — Policy on board evaluation of the CEO — Board goals and self-evaluation — College or University Manual — Faculty handbook — Employee handbook — Institutional policy and procedures manual — Integration of online and off-campus faculty and students into governance structures — Policy on faculty role in programs offered at other campuses, internationally, or through distance learning — Membership and roles of advisory committees, institutional standing and ad hoc committees — Senate or council charter, membership, minutes — Job descriptions for principal administrators
Planning and Evaluation	— Strategic plan — Internal or external review of the plan — Related plans: e.g., financial, academic, development, technology, facilities, student services — Plans of individual departments and units — Minutes of planning councils, board planning committees — Reports reviewing implementation/effectiveness of prior plans — Institutional factbook — Program reviews of academic and non-academic units — Specialized accreditation self studies, team reports, decisions — Student course and teaching evaluation forms and reports — IPEDS common data

- HEDS or other consortium peer institution data
- NSSE or other student surveys
- Internal audit
- Department or program cost/productivity studies
- Cooperative Institutional Research Program data
- Placement studies of graduates
- Evaluation of recent institutional initiatives
- Special institutional studies (e.g., prelaw advising, alumni accomplishments, student IT proficiency, AHANA programs)
- Impact study (e.g., of endowment, community service, financial aid)

Standard Two: The Academic Program, Faculty, and Students

The Academic Program

- Catalogs: undergraduate, graduate, summer, continuing education, overseas, branch campus, online programs
- Schedule of program review and specialized accreditations
- Sample program review documents
- List of new programs since last review
- List of program deletions since last review
- List of major program revisions since last review
- Format for new program proposals
- Contracts from contractual relationships involving degree and certificate programs
- List of conferences, institutes and workshops sponsored
- Studies of rigor/student learning outcomes for various locations
- program levels, and modalities of instruction
- Policy on satisfactory academic progress
- Policy on Credit Hour Rule
- Robust collection of syllabi: All programs, locations, modalities
- Statement of institutional definition of an educated person
- Core curriculum or general education program
- Results of most recent program review of general education
- Studies of student learning outcomes in general education
- Feedback studies from students on their undergraduate experience
- Data on special opportunities for students (e.g., study abroad, internships, research awards, honors): requirements,
- Participation rates, satisfaction, learning outcomes
- Studies of program impact in special areas (e.g., diversity, service)
- Program reviews of undergraduate programs
- Reports of graduate students' qualifications at admissions
- Graduate student manual
- Graduate faculty manual
- List of thesis and dissertation completions
- List of field and clinical placement sites
- Scholarships, fellowships, and research support awards
- Studies of retention and graduation rates
- Placement studies of graduates
- Program reviews of graduate programs
- Integrity in the Award of Academic Credit
- Policies regarding academic integrity and studies of how it is applied in various departments

- Policy on evaluation of transfer credit
- Policy on student grading
- Graduation degree audit procedures
- Contractual relationships involving academic credit
- Policies related to course credits
- Charter, composition, minutes of committees overseeing credit courses
- Policies on award of credit for prior experience and non-collegiate work
- Policies on satisfactory academic progress and results
- Organizational charts demonstrating academic oversight of all work for credit
- Reports of academic and support services available to students not at institution's main campus (incl distance and correspondence learning)

Faculty

- Faculty CV's by department (full-time and continuing part-time)
- Faculty employment contract
- Promotion and tenure criteria and process
- Faculty hiring plans, overall and by academic unit
- Statement of diversity goals
- Procedures for appointment of new faculty
- Office of faculty development: annual reports
- List of faculty development funds and awards
- List of teaching support workshops for part-time and adjunct faculty
- Policy on faculty workload and assignment
- Teaching and Advising
- Policies on academic advising
- Studies of the effectiveness of advising
- Manual for teaching assistants
- Documentation of centers, programs to support teaching
- Documentation of faculty/student role in academic integrity
- Scholarship and Research
- Institutional policies on scholarship and role of research for faculty
- Policies on academic freedom
- Annual report on research productivity and external funding

Students

- Admissions forms (all levels, all locations)
- Admissions policy statements
- Admissions goals and recruitment plans and budgets
- Admissions annual reports
- Policy on Verification of Student Identity
- Policy on academic sanctions
- Student Services Annual reports, past 5 years
- Reports on how students are served at branch campuses, other instructional locations, campuses abroad, and online
- Financial aid policy
- Studies of the impact of financial aid on the composition of the student body, admissions, retention, and other salient variables.
- Training manual for residence hall assistance
- Resources for commuter students
- Resources for students studying at a distance
- Studies of student satisfaction with campus resources

- Orientation programs for: freshman and transfer students, students
- on other campuses and locations, students on campuses abroad, students studying at a distance, graduate students
- Studies of student participation in out-of-class activities, including athletics, recreation, arts, cultural activities, etc.
- Policy on student records

Standard Three: Institutional Resources

Financial Resources

- Budget development policy and procedures
- Budget requests, by unit
- Budget allocation, by unit
- Capital budget plan
- Minutes of board financial committee
- Reviews of new initiatives with financial implications
- Crosswalk between budget and other plans (strategic, academic. . .)
- Policy on risk management
- Endowment spending policy
- Investment policy
- Cost/revenue studies by location, program, mission element
- Audits, institutional foundation
- Plans for debt retirement

Human, Physical, Information and Technological Resources

- Policies and procedures related to human resources
- Procedures related to the review of human resource policies
- Inventory of space (by campus location)
- Master plan for space
- Rental agreements for instructional space (all locations)
- Capital budget plan
- Report of classroom/technology space
- Policies for system reliability, integrity and security of data
- Policies on individual privacy
- Space allocation policy
- Studies of matching academic programs with space allocation
- Inspections of campus safety of instructional, residential, administrative, and research space
- Insurance policies
- Prioritized list of unmet space needs
- Deferred maintenance list
- Plan for addressing deferred maintenance
- Security plan for academic, administrative, residential space
- Reports from committees on space and facilities
- Library budget, past 5 years
- Collection development plan
- List of databases and electronically available resources
- Copies of agreements with consortia or other libraries
- Library annual report / Usage statistics
- Schedules and guides for faculty and student training on library
- Statement of information literacy as student learning outcome

- Comparison of collections, access, and use with peer institutions
- Consultant reports on library collections, access, and services
- Student surveys of library collection, access, and services
- Faculty surveys of library collection, access, and services
- Studies of student information literacy
- List of departmental liaisons to the library; reports of involvement
- Report of the faculty library committee
- Reports of library services for students studying at a distance
- Technology plan (institutional and/or by unit)
- Policy on support for faculty, students, classes, management
- Programs of training for faculty, students, staff on technology
- Budget requests and funded budgets for technology by year
- Technology committee reports
- Reports or statements on how technology supports learning
- Statistics on usage of technology by unit, in classes, elsewhere
- Reports on technology to support management information
- Surveys of student, faculty, and staff satisfaction
- TLT Roundtable Minutes and reports
- Evaluations of management information systems
- Comparisons with peer institutions

Standard Four: Educational Effectiveness and the Success of All Students

- Studies of student learning in general education
- Reports of student learning outcomes, by program
- Reports of student learning in areas such as service learning, information literacy, study abroad, leadership
- Assessment Plans
- Licensure pass rates
- Summaries of employment information and/or pursuit of
- higher degree for recent graduates
- Transcript analyses
- Internship evaluations by supervisors
- Student satisfaction surveys
- Studies of how students are learning at the institution
- Documentation of support for assessment (e.g., Teaching/Learning
- Center, faculty development, small grant support
- Retention, Graduation, Success rates
- Post-enrollment indicators/metrics
- Retention and graduation studies for special categories of students (e.g., transfer students, students studying at a distance, athletes)
- Graduation rate studies

Standard Five: Integrity, Transparency, Public Disclosure

- Policies and procedures with information on their dissemination
- Academic honesty
- Privacy rights
- Academic freedom
- Non-discrimination and affirmative action
- Faculty grievances

- Employee grievances
- Student grievances
- Research policies
- Rights and responsibilities of students living in university
- Information on use and effectiveness of the above policies
- Documentation of availability of each element listed in Standard
- Editorial policy for publications, websites, electronic information
- Catalogs: undergraduate, graduate, summer, continuing
- Reviews of website information
- Recruitment publications
- Electronic publications: videos, CD's websites
- Policy on public access to institutional information
- Recruitment material (publications, letters, phone protocols)
- Notice of availability of institutional information, including audited financial statement
- Documentation for information in publications regarding student placement rates, program excellence, faculty and student achievement, learning outcomes