



## **Guidelines for Preparing an Educational Effectiveness Report and a Student Success Outcomes Response Report**

When the Commission has concerns related to student learning and success identified during its review of an institution that may adversely affect that institution's continued compliance with the *Standards for Accreditation*, particularly the standard on *Educational Effectiveness*, an Educational Effectiveness Report may be requested.

As an additional monitoring measure of academic quality, the Commission conducts an annual review of every candidate and member institution's graduation, retention, transfer, and total success rate data. For two-year institutions, the results are compared to the national mean for two-year institutions; for four-year institutions, the results are compared to the national mean for four-year institutions. Should one of the following apply, the institution will be asked to prepare a Student Success Outcomes Response Report:

1. the institution's 150% total success rate is one standard deviation or more below the national mean; or
2. two of the institution's other three student success measures (i.e., 150% graduation rate, retention rate, transfer rate) fall one standard deviation or more below the national mean.

The following guidance is designed to assist institutions in the preparation of Student Success Reports and Student Success Outcomes Response Reports:

### **Components of an Educational Effectiveness Report**

Reporting institutions are asked to submit:

1. A narrative discussion of the student populations the institution serves.
2. The institution's analysis of its multi-year student success metrics and its goals, including but not limited to its defined measures of graduation, retention, transfer, and student success.
3. Summary of the efforts and initiatives implemented or planned to improve student learning and success at the institution.

### **Components of a Student Success Outcomes Response Report**

Reporting institutions are asked to submit:

1. A narrative discussion of the student populations the institution serves.
2. The institution's analysis of the trends in its student success metrics and its goals going forward, including but not limited to its graduation, retention, transfer, and total student success rates.
3. Other measures used by the institution to assess student learning and success, including a trend analysis of the metrics and goals going forward.

4. Description of any special circumstances that may have affected the cohort rate(s) to fall below the national mean.

5. Summary of the initiatives implemented or planned to improve student learning and success at the institution.

### **Review of Reports**

Review of the Educational Effectiveness and Student Success Outcomes Response Reports is undertaken by the Commission's Student Success Committee. The Student Success Committee makes recommendations to the Commission, which takes final action.