

Writing the Evaluation Report

General Observations and Advice

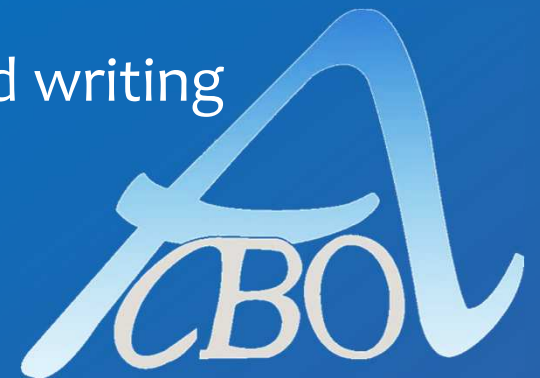
Structure of the Evaluation Report

Writing effective recommendations

Putting it all together

Writing Exercise: Documenting findings and writing recommendations

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General Observations and Advice

- You will likely be the sole expert for Standard III.
- Consult with your counterparts if you are on a multi-college visit. District-level findings and recommendations should be the same.
- Complete all assignments prior to visit. The body of your work should be completed before the visit.
- Use ACCJC Resources.

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Observations from a Team Chair

- Focus on Standard III but don't miss the big picture-- especially how resource allocation ties to planning.
- You are not writing the next great novel. Get the facts, be succinct, and submit a document that is “good enough”.
- I find that the CBOs are often the best writers on the team.

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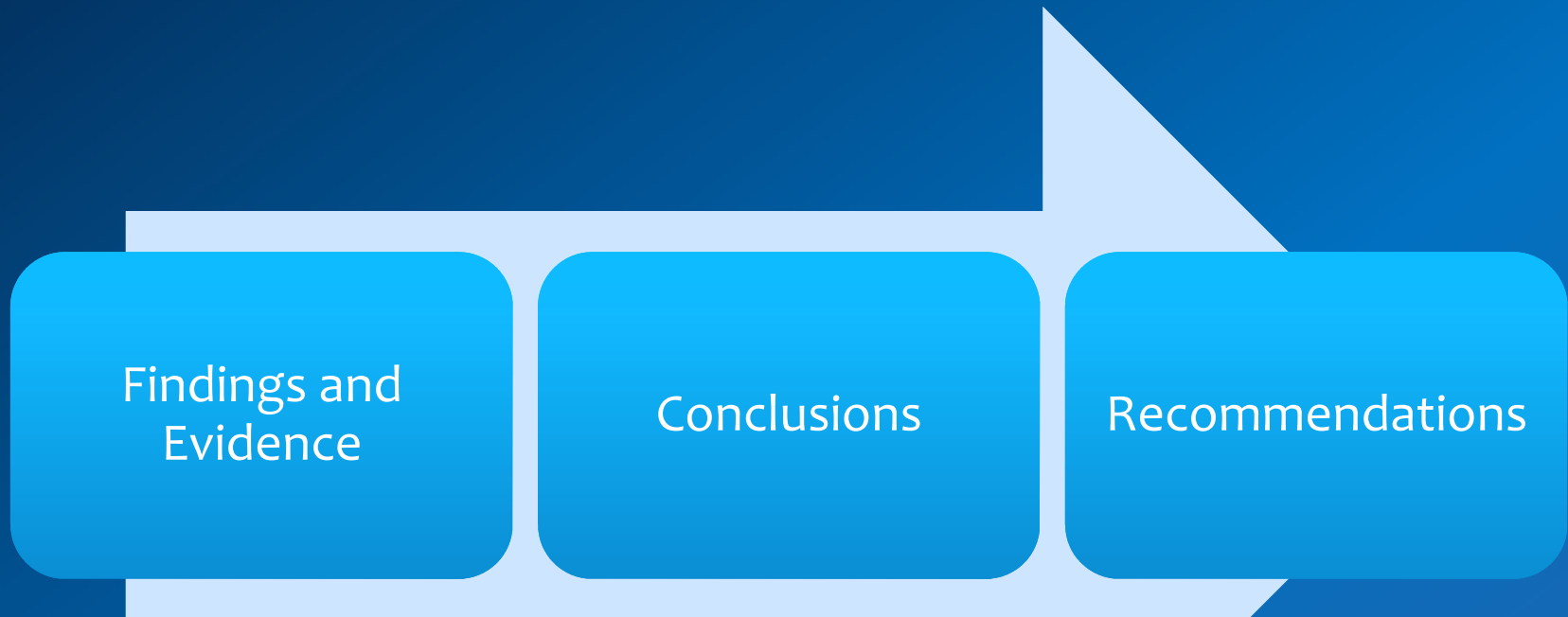
Structure of The Evaluation Report

- Responses to Previous Recommendations
- General Observations
- Findings and Evidence
- Conclusions
- Recommendations

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Structure of the Evaluation Report: A Logical Flow



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Structure of the Evaluation Report: Findings and Evidence

- Refer to *ACCJC Guide to Evaluating Institutions*.
- Provide a narrative that addresses the degree to which the institution meets or does not meet each Standard.
- Reference specific evidence to support your findings.
- Address **ALL** Standards.

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Structure of the Evaluation Report: The Conclusion

- The bottom line: does the institution meet the Standard, partially meet the Standard, or not meet the Standard?
- The conclusion is based on the findings and the evidence.
- You may also wish to commend the College.



Writing Effective Recommendations

- Two “flavors” of recommendations:
 - Recommendations to meet the standard.
 - Recommendations to improve.
- Recommendations from individual areas are often combined at the team level.
- Recommendations should not be prescriptive.



Writing Effective Recommendations

- Recommendations should flow from the Findings and Evidence and Conclusion portions of the report.
- Recommendations should reference relevant Standards and often include Standards from other areas.



Putting it all Together: An Example:

ACBO Community College

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