



## Guidelines for the Preparation of Year One Self-Evaluation Reports

(Revised 3/2/11)

### **Structure and Contents**

1. Title page to include:
  - a) Title of Self-Evaluation Report
  - b) Name of Institution
  - c) Date Submitted
2. Table of Contents
3. Institutional Overview [Two (2) pages maximum]
4. Preface
  - a) Brief update on institutional changes since the institution's last report
  - b) Response to topics previously requested by the Commission (i.e., Addenda)
5. Chapter One: Mission, Core Themes, and Expectations
  - a) Executive Summary of Eligibility Requirements 2 and 3
  - b) Standard 1.A *Mission* to include [Three (3) pages maximum]:
    - Institution's mission statement
    - Interpretation of mission fulfillment
    - Articulation of an acceptable threshold, extent, or degree of mission fulfillment
  - c) Standard 1.B *Core Themes* to include:

One Section for each Core Theme [Three (3) pages maximum per Core Theme]:

    - Title of the Core Theme
    - Brief description of the Core Theme
    - Objectives to be achieved via the Core Theme
    - Indicators of achievement of the respective Core Theme objectives
    - Rationale for the selection of the respective indicators of achievement—why they are assessable and meaningful measures of achievement of the associated Core Theme objectives.
6. Conclusion [One (1) page 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 and Table of Contents page).
4. Single space text in the body of the report.

(Continued on reverse side)

## **Publication of Report**

### **Print Version**

1. Except for the front and back covers of bound reports, use **WHITE** 20 pound paper.
2. Other than the Title Page and Table of Contents page, print on **BOTH SIDES** of the paper.
3. Staple the report in the upper left corner

### **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.