

III.7 The ERP Report

The COA uses the ERP Report in conjunction with the Self-Study. Thus, the ERP Report should address key points from the **Standards** based on evidence as outlined in II.7.4, but it should not recapitulate the information contained in the Self-Study or quote large passages from the **Standards**. References to pages in the Self-Study should be made instead.

Panelists' observations and evaluations must be founded on the **Standards** and must provide an objective assessment of the program supported by evidence presented within the Self-Study and/or gained as part of the site visit. Evidence can take the form of student achievements (grades, projects, appointments, awards and recognition, job placements, etc.), interviews, surveys of program stakeholders, quotes from program publications or communications, and similar documents.

The report should be written in a manner that provides analytical, evaluative, and constructive information about the program's compliance with the **Standards**. It should lead the reader to draw conclusions about the strengths, limitations, and challenges of the program. The report should be balanced in order to help improve the quality and effectiveness of the program and the school. Even if criticism is warranted, the panel should also recognize the strengths of the program and school.

III.7.1 Content of the report

The ERP Report should include the following sections:

III.7.1(a) Introduction

The introduction provides a brief description of the visit and of the individuals interviewed during the visit, along with a description of any other he III.7.1(b) Analysis

This section of approximately 20 pages analyzes the program within the context of the **Standards**. Organized by standard, this section provides an analysis, based on data and evidence, of the extent to which the program demonstrates compliance with each standard. The panel has a responsibility to report areas of both strength and limitation, as well as areas, if any, that may not be in compliance with the **Standards** and to identify areas for improvement.

Analysis of facts, trends, strengths, and identification of concerns should be based on data and other information obtained through the Self-Study and the on-site visit. This analysis should be supported with evidence as suggested in section II.7.4. The ERP does not make recommendations as to whether or not the program should be accredited.

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incomplete or missing, this should be noted. Comparisons with other programs are inappropriate and should not be included.

III.7.1(c) Summary

The report should end with a brief summary statement. The summary statement should highlight strengths, limitations, and/or challenges for the program.

III.7.2 Format of the ERP Report

The report should adhere to the following format:

high
high 10017E

