

# **FOLLOW-UP REPORTS & VISITS: WHAT, WHY & HOW?**

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# MSCHE MISSION:

Quality assurance in higher education

Institutional accountability, self-appraisal,  
improvement, and innovation through peer  
evaluation

Application of standards within the context of  
institutional mission



# CONTACT BETWEEN MSCHE & MEMBER INSTITUTIONS:

- **Annual Institutional Profile\***
- **Periodic Review Report\***
- **Decennial Self-Study\***
- **Substantive Change**
- **Follow-Up Activities**

\* These procedures will be modified when the new accreditation cycle becomes effective.



# TYPES OF FOLLOW-UP REPORTS

- **Progress Reports**
- **Monitoring Reports**
- **Show Cause Reports**
- **Supplemental Information Reports**



# PROGRESS REPORTS:

- Requested when the Commission needs assurance that an institution is carrying out activities that are **planned** or in the **early stages of implementation**.
  - For example, documenting the successful implementation of a new or recently revised financial plan or strategic planning process



# MONITORING REPORTS:

- Requested under 2 circumstances:
  - When the Commission has concerns about the **ongoing compliance** of an institution;
  - When the Commission places an institution on **warning or probation** and needs evidence of a return to compliance; the MSCHE VP conducts a **liaison guidance visit** and a **small team visit** always follows.



# SHOW CAUSE REPORTS:

- Requested when an institution on warning or probation has not returned to compliance and is placed on **show cause**.
- Institution must **show cause** why its accreditation should not be withdrawn;
  - Report must include a **teach-out** plan;
  - **Small team visit** always follows.



# SUPPLEMENTAL INFORMATION REPORTS:

- Requested under 3 circumstances:
  - When an accreditation review provides **insufficient information** and an accreditation decision is postponed;
  - When **another accreditor sanctions** an institution;
  - When an institution conducts itself in a way that generates **serious public concern**.





# RESPONDING TO A REQUEST FOR FOLLOW-UP:

- Commission sends the request to an institution's president and posts the same request on the MSCHE website. The Commission specifies:
  - Type of report (with or without visit)
  - Due date of report
  - Standards, requirements of affiliation and/or other issues the institution must address



**GUIDELINES**  
**POSTED UNDER “POLICIES”**  
**on MSCHE WEBSITE:**

“Follow-Up Reports and Visits”

Version102215




# THE INSTITUTION SHOULD:


- Understand all relevant issues;
- Undertake appropriate improvements;
- Prepare a report to satisfy the Commission's concerns;
- Contact the institution's assigned VP liaison with questions.



# THE FOLLOW-UP REPORT SHOULD:

- Focus on institutional accomplishments and outcomes, *not* on future intentions;
- Provide detailed action plans, specific timelines, accountabilities, and benchmarks;
- Provide evidence and analysis to substantiate all assertions about what the institution has accomplished;


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- Include *only* those documents that are necessary to substantiate institutional improvements – avoid “data dumps”;
  - If progress has been slower than anticipated, explain the reasons and indicate how and when the institution will complete its work;
  - Be forthright and honest – don’t omit relevant information or report selectively;

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- Be concise and adhere to page limits;
  - Make sure the report is easy to follow – include a table of contents, use headings and bullets, provide data summaries, and label all appendices;
  - Make sure the report is clearly written, complete and submitted on time!



# FORMAT and PAGE LIMITS FOR FOLLOW-UP REPORTS:

- Title page – Institution, Type of Report, Submitted by, Date
- Introduction – Orient your readers; include the Commission's request and a brief institutional overview – *5 pages max*

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- Substantive Narrative & Analysis – Provide an honest appraisal of improvements with evidence to support all assertions – *10 pages max per issue*
  - Conclusion – Summarize major points; discuss how improvements will be sustained – *5 pages max*
  - Appendices – Append *only* necessary documentation – *100 pages max*






# SUBMITTING A FOLLOW-UP REPORT:

- Institution receives detailed written instructions from Accreditation Services for uploading an electronic copy to the secure MSCHE portal;
- Hard copies are *not* required.



# FOLLOW-UP VISITS:


- In cases of serious Commission concern, a small team of **peer evaluators** will visit the institution
- Small team's goal is to **validate** the substance of the follow-up report
- MSCHE VP selects the visiting team and accompanies the team (if feasible)

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- Institution and team chairperson prepare the visit schedule
  - Visits typically require 1 - 2 days
  - Institution is responsible for costs
  - Team prepares a written report of findings
  - Institution corrects “errors of fact”
  - Institution submits a formal response
  - Chair submits a confidential brief



# AFTER THE REPORT (with or without a visit):

- Follow-up reports (and other documentation) are reviewed by the **Committee on Follow-Up**
- Committee sends a recommendation for action to the full **Commission**
- Commission deliberates, takes formal action (**March, June, or November**)

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- On MSCHE website under “Policies” see ACCREDITATION ACTIONS (Version 030116)
  - Institution’s President is informed in writing of the Commission’s action
  - Final action is posted on the MSCHE website
  - Additional Follow-Up activities may be requested



# QUESTIONS?

Thanks and good luck!