STUDY TEAM REPORT STRUCTURE

❖ Cover Page
❖ Standard # and Title, & Names of Study Team Members with departments
❖ Table of Contents
❖ Executive Summary

Possible sections
❖ Opening paragraph – overview of committee charge
❖ Methodology
❖ Accomplishments
❖ Major Findings
❖ Key Recommendations

❖ Narrative

❖ Overall Statement
❖ Type out fundamental elements and all questions whether answered or not
❖ Analysis and Findings – an analytical discussion of the inquiry undertaken and the outcomes of that inquiry

The purposes of a self-study are to generate:
1. Institutional improvement, and
2. How the institution satisfies accepted standards for Middle States accreditation. Methods of inquiry can be both qualitative and/or quantitative.

❖ Recommendations

❖ A summary of evidence and recommendations for improvement as well as compliance with accreditation standards

❖ Appendices

❖ Sources of Information
❖ Interviewees and Focus Group Members