Institution: Worksheet Due Date:

Team Member: Worksheet Completed Date:

TPR Visit Date: Videoconference meeting Date:

# Thematic Pathway for Reaffirmation (TPR) of Accreditation Team Worksheet

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| Worksheet Purposes | Worksheet Instructions |
| The purpose of this worksheet is to:   1. Assist team members prepare for the TPR and their assigned responsibilities. 2. Record observations from the review of the institution’s report. 3. Record and compare initial assessments on how well the institution complies with the Standards, addresses the components, and meets federal requirements. 4. Explore how well the institution has met the Commission’s concerns from the last review. 5. Determine key issues, areas of focus, and strategies for the TPR visit.   Identify any additional material needed in advance of the visit or to be available during the visit. | To complete this worksheet, team members are asked to:   1. Read and analyze the materials available from the institution, including the report and any supporting documents. 2. Review the *TPR Guide*, the *2013 Handbook of Accreditation* which includes the Standards, and other material about the TPR sent by WSCUC staff. 3. Complete each section of the worksheet and email it to the team assistant chair and to the WSCUC staff liaison by the due date.   The assistant chair will prepare a summary document showing all responses and will email the document to team members and the WSCUC staff liaison in advance of the TPR team videoconference meeting. |

**Sections:**

(To update the **Section Contents** right click on the list of sections, select **Update Field**, select **Update entire table**, and click **ok**.)

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| **I. EVALUATION OF THE INSTITUTIONAL REPORT** | | | |
| ***Institutional Report and Supporting Materials*** | ***Strengths: Areas of Good Practice*** | ***Weaknesses: Areas for Improvement*** | ***Specific Questions: Areas for Further Inquiry*** |
| **Component 1**  Introduction:  Institutional Context;  Response to Previous Commission Actions |  |  |  |
| **Component 2**  Compliance: Overall adequacy of the institution’s response |  |  |  |
| **Component 8**  Institution-specific Themes(s) (expand as necessary) |  |  |  |
| **Theme A** |  |  |  |
| **Theme B** |  |  |  |
| **Theme C** |  |  |  |
| **Component 9**  Conclusion:  Reflection and Plans for Improvement |  |  |  |
| ***Institutional Report and Supporting Materials*** | ***Strengths: Areas of Good Practice*** | ***Weaknesses: Areas for Improvement*** | ***Specific Questions: Areas for Further Inquiry*** |
| **Federal requirements:**   1. Credit Hour and Program Length Review Form |  |  |  |
| **Federal requirements:**   1. Marketing and Recruitment Review Form |  |  |  |
| **Federal requirements:**   1. Student Complaints Review Form |  |  |  |
| **Federal requirements:**   1. Transfer Policy Review Form |  |  |  |

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| **II. CONSIDERATION OF STANDARDS AND CRITERIA FOR REVIEW** | | | | |
| ***Compliance with WSCUC Standards*** | ***Strengths: Areas of Good Practice*** | ***Weaknesses: Areas for Improvement*** | ***Specific Questions: Areas for Further Inquiry*** | ***Has the institution provided sufficient evidence to demonstrate compliance with this Standard?*** |
| **Standard 1: Defining Institutional Purposes and Ensuring Educational Objectives** (include Criteria for Review and Guidelines) |  |  |  |  |
| **Standard 2: Achieving Educational Objectives through Core Functions** (include Criteria for Review and Guidelines) |  |  |  |  |
| **Standard 3: Developing and Applying Resources and Organizational Structures to Ensure Quality and Sustainability** (include Criteria for Review and Guidelines) |  |  |  |  |
| **Standard 4: Creating an Organization Committed to Quality Assurance, Institutional Learning, and Improvement** (include Criteria for Review and Guidelines) |  |  |  |  |

\*Institutions do not need to be in compliance with each CFR to be in compliance with the Standard.

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| **III. OVERALL QUALITY OF THE REPORT** | | | |
|  | **Strengths: Areas of Good Practice** | **Weaknesses: Areas for Improvement** | **Specific Questions: Areas for Further Inquiry** |
| **Consequential Inquiry:**  How well does the report demonstrate engagement with issues that will lead to real improvement? |  |  |  |
| **Evidence:**  Did the institution gather appropriate evidence and analyze it well? Does the evidence support or fail to support the institution’s actions, decision- making or claims? |  |  |  |
| **Institution’s Recommendations and Actions**:  Has the institution made recommendations for improvement resulting from its review? Does the report integrate and synthesize institutional evidence and exhibits, leading to findings and recommendations for action? |  |  |  |

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| **IV. PREPARATION FOR THE VISIT** | |
| 1. What additional documents or materials, if any, would you like to see prior to the visit? |  |
| 1. What suggestions, ideas, or issues do you have about areas of focus for the accreditation visit to the institution? |  |
| 1. What persons, committees or groups would you like to interview? |  |
| 1. Please make other comments if you wish. |  |