Guidelines for submitting Response to Conditions Reports

A Response to Conditions Report does not require the submission of all components of the original report. The purpose of the report is to demonstrate that the program has adequately addressed each item listed in Part G of the original recognition report.

Preparing the Response to Conditions Report

Because there can be quite a bit of variation in what is submitted in response to conditions reports, the form that is used includes all the same questions and sections as the original program report. You do not need to submit text or attachments for every item—you only submit the specific responses and documents that demonstrate changes or additions that respond to the items listed in Part G of the original recognition report. Program reviewers will have access to your original program report and the original reviewer recognition report.

The Response to Conditions narrative portion of the report should be submitted in Section VI of the program report form. Any files or documents related to specific assessments should be submitted in Section IV of the program report form in the appropriate assessment slot. The narrative in Section VI should begin with the list of the items from Part G of the recognition report. Then the report should address each item in turn. For each item a brief narrative should be prepared describing how the faculty has addressed the specific issue. If necessary, appropriate documentation should be attached or written in an appropriate field in Sections I, II, III, or IV.

Example: The National Recognition Report states that the following conditions must be met in order for the program to obtain full national recognition.

(1) Provide data for assessments #3, #5 and #6.

(2) Provide specific examples of data analysis and application to program improvement.

The Response to Conditions report, therefore, might consist of:

1. The list of conditions (the two bulleted items).
2. For the first bullet, "provide data for assessment #3, #5, and #6" the compiler could write a brief narrative explaining the data collection process since the original report was submitted. Data charts for the three assessments would be attached in Section IV of the report in the appropriate assessment fields).
3. A response to the second bullet ("Provide specific examples of data analysis and application to program improvement") would not require data charts. Instead, a narrative describing how the program has analyzed data and used data to evaluate and perhaps make changes to the program would be included. Specific examples of actions taken would strengthen the response.