

SAMPLE DOCUMENTS AND EXHIBITS FOR SELF-STUDY AND TEAM ROOM

Note: The list below is meant to be illustrative. While no single institution will have all of the listed documents and reports, each institution will also have additional and in some cases unique types of documents, exhibits, and data which will help in the development of the self-study and provide useful information for the visiting team.

Standard/Supporting Documents	May also be useful for Standards
Standard 1: Mission and Purposes	
Current institutional mission statement	2, 4, 5, 6, 9
Mision statements of colleges, departments, divisions	2, 4
Charter	3
Trustee approval of mission statement	3
Vision statement	2, 4
Reports of trustee, faculty committees reviewing mission	2
Report of a periodic review of the mission statement	2
Standard 2: Planning and Evaluation	
Planning	
Strategic plan	3, 4, 5, 6, 7, 8, 9
Internal or external review of the plan	1, 4, 8, 9
Related plans: e.g., financial, academic, development, technology, facilities, student services	4, 5, 6, 7, 8, 9
Plans of individual departments and units	4
Minutes of planning councils, board planning committees	3
Reports reviewing implementation/effectiveness of prior plans	9
Evaluation	
Institutional factbook	3, 4, 5, 6, 7, 8, 9, 10, 11
Program reviews of academic and non-acadmic units	4, 5, 6, 7, 8, 9, 10, 11
Specialized accreditation self studies, team reports, decisions	4, 5, 6, 7, 8, 9, 10
Student course and teaching evaluation forms and reports	4, 5
IPEDS common data	4, 6
HEDS or other consortium peer institution data	4, 5, 6, 7, 9
NSSE or other student survey	1, 4, 5, 6, 7, 10
Internal audit	9, 11
Department or program cost/productivity studies	4, 5, 9
Cooperative Institutional Research Program data	4, 5, 6
Placement studies of graduates	4, 6
Evaluation of recent institutional initiatives	1-II
Special institutional studies (e.g., prelaw advising, alumni accomplishments, student IT proficiency, AHANA programs)	1-II
Impact study (e.g., of endowment, community service, financial aid)	4, 5, 6, 7, 8, 9

Standard 3: Organization and Governance

Trustee by-laws	1
Board membership and affiliation	11
Trustee minutes	1,2,4,8,9
Trustee committees (e.g., academic, budget) and minutes	2,4,8,9, 11
Documentation of board development activities	2
Board self-study	2
Board goals	1,2, 9
College or University Manual	10,11
Faculty handbook	4,5,11
Employee handbook	11
Institutional policy and procedures manual	2,4, 9, 10, 11
Policy on board evaluation of the CEO	
Policy on faculty role in programs offered at other campuses, internationally, or through distance learning	4,5
Membership and roles of advisory committees, institutional standing and ad hoc committees	1,10,11
Senate or council charter, membership, minutes	2,4,5
Job description: principal administrators	2

Standard 4: The Academic Program**General**

Catalogues: undergraduate, graduate, summer, continuing education, overseas, branch campus, online programs	6,10,11
Schedule of program review and specialized accreditations	2
List of new programs since last review	2
List of program deletions since last review	2
List of major program revisions since last review	2
Format for new program proposals	3
Contracts from contractual relationships involving degree and certificate programs	5
List of conferences, institutes and workshops sponsored	1
Studies of student learning outcomes for various sites and means of program delivery	2

Undergraduate Education

Statement of institutional definition of an educated person	1
Core curriculum or general education program	
Studies of student learning outcomes in general education	
Feedback studies from students on their undergraduate experience	2,6,7
Data on special opportunities for students (e.g., study abroad, internships, research awards, honors): requirements, participation rates, satisfaction, learning outcomes	2,10,11
Studies of program impact in special areas (e.g., diversity, service)	2,6,7,10
Program reviews of undergraduate programs	2

Graduate Education

Reports of graduate students' qualifications at admissions	6
Graduate student manual	6
Graduate faculty manual	5
List of thesis and dissertation completions	
List of field and clinical placement sites	
Scholarships, fellowships, and research support awards	
Studies of retention and graduation rates	2
Placement studies of graduates	10
Program reviews of graduate programs	2

Integrity in the Award of Academic Credit

Policy on evaluation of transfer credit	10
Policy on student grading	10, 11
Graduation degree audit procedures	11
Contractual relationships involving academic credit	11, 5
Policies related to course credits	11
Charter, composition, minutes of committees overseeing credit courses	11
Policies on award of credit for prior experience and non-collegiate work	11, 5
Policies on satisfactory academic progress	11, 5
Policies and practices regarding academic integrity	11
Organizational charts demonstrating academic oversight of all work for credit	11
Reports of academic and support services available to students not at the institution's main campus (including distance learning)	10, 5

Assessment of Student Learning

Studies of student learning in general education	1, 2
Reports of student learning outcomes, by program	2
Reports of student learning in areas such as service learning, information literacy, study abroad, leadership	1, 2
Studies of how students are learning at the institution	2, 5, 6
Documentation of support for assessment (e.g., Teaching/Learning Center, faculty development, small grant support)	2, 5

Standard 5: Faculty

Faculty cv's by department (full-time and continuing part-time)	
Faculty employment contract	11
Promotion and tenure criteria and process	1
Faculty hiring plans, overall and by academic unit	2
Statement of diversity goals	11
Procedures for appointment of new faculty	11
Office of faculty development: annual reports	2
List of faculty development funds and awards	
List of teaching support workshops for part-time and adjunct faculty	4
Policy on faculty workload and assignment	1,4

Teaching and Advising

Policies on academic advising	6, 10, 11
Studies of the effectiveness of advising	6, 10, 11
Manual for teaching assistants	4
Documentation of centers, programs to support teaching	
Documentation of faculty/student role in academic integrity	4, 11

Scholarship and Research

Institutional policies on scholarship and role of research for faculty	1, 4
Policies on academic freedom	4, 11
Annual report on research productivity and external funding	1, 4, 9, 10

Standard 6: Students**Admissions**

Admissions forms (all levels, all locations)	10
Admissions policy statements	10,11
Admissions goals and recruitment plans and budgets	1
Admissions annual reports	6
Policy on academic sanctions	10,11

Retention

Retention and graduation studies for special categories of students (e.g., transfer students, AHANA students, students studying at a distance, athletes)	4,10,11
Graduation rate studies	2

Student Services

Student Services Annual reports, past 5 years	2
Reports on how students are served at branch campuses, other instructional locations, campuses abroad, and online	4
Financial aid policy	10,11
Studies of the impact of financial aid on the composition of the student body, admissions, retention, and other salient variables.	2,10,11
Training manual for residence hall assistance	10
Resources for commuter students	11
Resources for students studying at a distance	4
Studies of student satisfaction with campus resources	2,4,7
Orientation programs for: freshman and transfer students, students on other campuses and locations, students on campuses abroad, students studying at a distance, graduate students	4,7
Studies of student participation in out-of-class activities, including athletics, recreation, arts, cultural activities, etc.	1,2,4,10
Policy on student records	10,11

Standard 7: Library and Other Information Resources

Library budget, past 5 years	9
Collection development plan	2,4
List of databases and electronically available resources	4
Copies of agreements with consortia or other libraries	4

Library annual report	2,4
Usage statistics	2,4
Schedules and guides for faculty and student training on library	4, 5, 6
Statement of information literacy as student learning outcome	4
Comparison of collections, access, and use with peer institutions	2,4
Consultant reports on library collections, access, and services	2,4
Student surveys of library collection, access, and services	2,4
Faculty surveys of library collection, access, and services	2,4,5
Studies of student information literacy	2,4
List of departmental liaisons to the library; reports of involvement	5
Report of the faculty library committee	5
Reports of library services for students studying at a distance	4
Technology plan (institutional and/or by unit)	2,4
Policy on support for faculty, students, classes, management	4,5
Programs of training for faculty, students, staff on technology	4, 5, 6
Budget requests and funded budgets for technology by year	2,9
Technology committee reports	2, 4, 6, 8
Reports or statements on how technology supports learning	4
Statistics on usage of technology by unit, in classes, elsewhere	2,4
Reports on technology to support management information	6,9
Surveys of student, faculty, and staff satisfaction	2,4,5
TLT Roundtable Minutes and reports	4
Evaluations of management information systems	2,4,6,9
Comparisons with peer institutions	2
Standard 8: Physical and Technological Resources	
Inventory of space (by campus location)	4
Master plan for space	4,6
Rental agreements for instructional space (all locations)	4,6
Capital budget plan	2,4,6
Report of classroom/technology space	4
Policies for system reliability, integrity and security of data	4, 9, 11
Policies on individual privacy	11
Space allocation policy	4,6
Studies of matching academic programs with space allocation	2,4
Inspections of campus safety of instructional, residential, administrative, and research space	10,11
Insurance policies	9,11
Prioritized list of unmet space needs	2,4,6
Deferred maintenance list	2,4,6
Plan for addressing deferred maintenance	2,9
Security plan for academic, administrative, residential space	11
Reports from committees on space and facilities	2

Standard 9: Financial Resources

Budget development policy and procedures	2
Budget requests, by unit	4,6,7
Budget allocation, by unit	2,6,7
Capital budget plan	2,4,6
Minutes of board financial committee	3
Reviews of new initiatives with financial implications	1, 2, 3, 4, 11
Crosswalk between budget and other plans (strategic, academic. . .)	2,4,6
Policy on risk management	3, 11
Endowment spending policy	3
Investment policy	3
Cost/revenue studies by location, program, mission element	2,4
Audits, institutional foundation	11
Plans for debt retirement	2

Standard 10: Public Disclosure

Documentation of availability of each element listed in Standard 10	11
Editorial policy for publications, websites, electronic information	11
Catalogues: undergraduate, graduate, summer, continuing	4,6,11
Reviews of website information	1, 4, 6, 11
Recruitment publications	4,6,11
Electronic publications: videos, CD's websites	4,6,11
Policy on public access to institutional information	11
Recruitment material (publications, letters, phone protocols)	11
Notice of availability of institutional information, including audited financial statement	11
Documentation for information in publications regarding student placement rates, program excellence, faculty and student achievement, learning outcomes	4,11

Standard 11: Integrity

Policies and procedures with information on their dissemination	
Academic honesty	4,6
Privacy rights	
Academic freedom	4,5
Non-discrimination and affirmative action	5
Faculty grievances	5
Employee grievances	
Student grievances	6
(Research policies found in Standard 4)	
Rights and responsibilities of students living in university	6
Information on use and effectiveness of the above policies	2