Crafting Effective Progress Reports

JON JONES AND CHUCK FABER
Crafting Effective Progress Reports

The Basics: What is a Progress Report and What is its Role?
A Progress Report in its Historical Context
Meeting the Major Players
Interpreting the Action Letter Items
Leveraging Progress Reports for Institutional Improvement
Writing the Progress Report
Submitting the Progress Report
Questions & Answers
The Basics

What is a Progress Report?

What role does a Progress Report Play?
Historical Context:

Triggers for Applicant Institutions

1. Follow Up to Application – deficiencies in meeting COEs
2. Follow Up to First Progress Report
   a. Deficiencies identified in Commission Staff Visit Report
   b. Deficiencies identified in institution’s Standards Self-Assessment
   c. Attention pivots from COEs to Standards
3. Follow Up to Additional Progress Reports
4. Follow Up to Request for Team Visit
Historical Context: Triggers for Candidate Institutions

1. Follow Up to Achieving Candidate Status
   a. Team Report
   b. Institutional Response to Team Report
   c. Institutional Representatives before COA
   d. Progress Report to Deal with Unresolved Issues

3. Follow Up to Additional Progress Reports

4. Follow Up to Request for Team Visit
Historical Context:

Triggers for Candidate and/or Accredited Institutions

1. **Annual Institutional Update** Triggers

2. Follow Up to **Substantive Change Requests**

3. Follow Up to **Reaffirmation of Accreditation** (Self-Study)
   a. **Team Report**
   b. **Institutional Response** to Team Report
   c. Institutional **Representatives before COA** (If Required)
   d. **Progress Report** to Deal with Unresolved Issues
Action Items:

How Items in Required Progress Report are Developed

1. Assigned Reader(s)
2. COA Committee Action
   a. Applicant & Candidate Committee
   b. Progress Report & Substantive Change Committee
   c. Financial Exigency Committee
3. COA Action
4. Drafting of Action Letter
Action Items:
How the COA Responds to a Progress Report

1. Assigned Reader(s)
2. COA Committee Action
   a. Applicant & Candidate Committee
   b. Progress Report & Substantive Change Committee
   c. Financial Exigency Committee
3. COA Action
4. Drafting of Action Letter
Meet the Major Players: How does the process work?

1. The Readers
   a. Committee level
   b. Commission level

2. The COA Committees
   a. Progress Report and Substantive Change (PRSC)
   b. Applicant and Candidate Status (APCAN)
   c. Financial Exigency (FE)
   d. Criteria (CRIT)

3. The COA
Meet the Major Players: How does the process work?

4. The Executive Director of the Commission
5. The Commission Staff
6. The Commission Staff Representatives
Interpreting Action Letter Items: Important Advice

1. Examine the details of each Action Item.
2. Note the related Standards and Essential Elements.
3. Revisit relevant past documents and communications.
4. If necessary, contact your Commission Staff Representative.
Leveraging Progress Reports: Achieving Institutional Improvement

1. Develop a culture of Assessment.
2. Create Strategic Planning that is integrated into daily tasks.
3. Connect the Budget to planning.
4. Maximize Progress Reports as more than a means to an end.
Writing Progress Reports: How to maximize results

1. Provide *necessary* Context information – keep brief!

2. Build your case – *The Narrative*.

3. Prove your case – *Document with Evidence*.
   a. Intentions are insufficient.
   b. Claims without evidence are insufficient.
   c. Identify the following clearly:
      ◦ What needs to be done to address the concern(s)?
      ◦ What still needs to be done?
      ◦ When will the additional steps be accomplished?
   d. Various approaches to *Supplying Evidence*.
      ◦ Evidence within the narrative.
      ◦ Evidence in an appendix – make sure it is clear where the evidence is located, or your reader may fail to find it.
Writing Progress Reports: How to maximize results

4. Leave out Extraneous Material.

5. Help your assigned reader to become Your Advocate.

6. Tips and Tricks to build an effective report.
   a. Make the most important information easily identifiable.
   b. Clearly identify the Standards and/or Essential Elements
   c. Provide actual documents and avoid screenshots.
   d. Be consistent with formatting and font.
   e. Build your case to align with the Standards and Essential Elements.
   f. Your Progress Report is not the appropriate place to argue on the validity or necessity of Accreditation Standards.
Turning in the Progress Report:
See Report Guide *

1. Deadlines
   a. May 15
   b. September 15
   c. November 15

2. File Format

3. Naming Conventions
   a. 2024.PR Institution Name (ST)
   b. Example: 2024.PR Elim Bible College (CO)

* The latest version is available at https://www.abhe.org/accreditation-documents/
Any Questions?
If you’d like to contact us . . .

Chuck Faber -- cfaber@boisebible.edu

Jon Jones – jjones@mission.edu
Title and Content Layout with Chart
## Two Content Layout with Table

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<th>Group A</th>
<th>Group B</th>
</tr>
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<td>Class 3</td>
<td>84</td>
<td>90</td>
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First bullet point here
Second bullet point here
Third bullet point here
Add a Slide Title - 1
Add a Slide Title - 3