

Crafting Effective Progress Reports

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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?

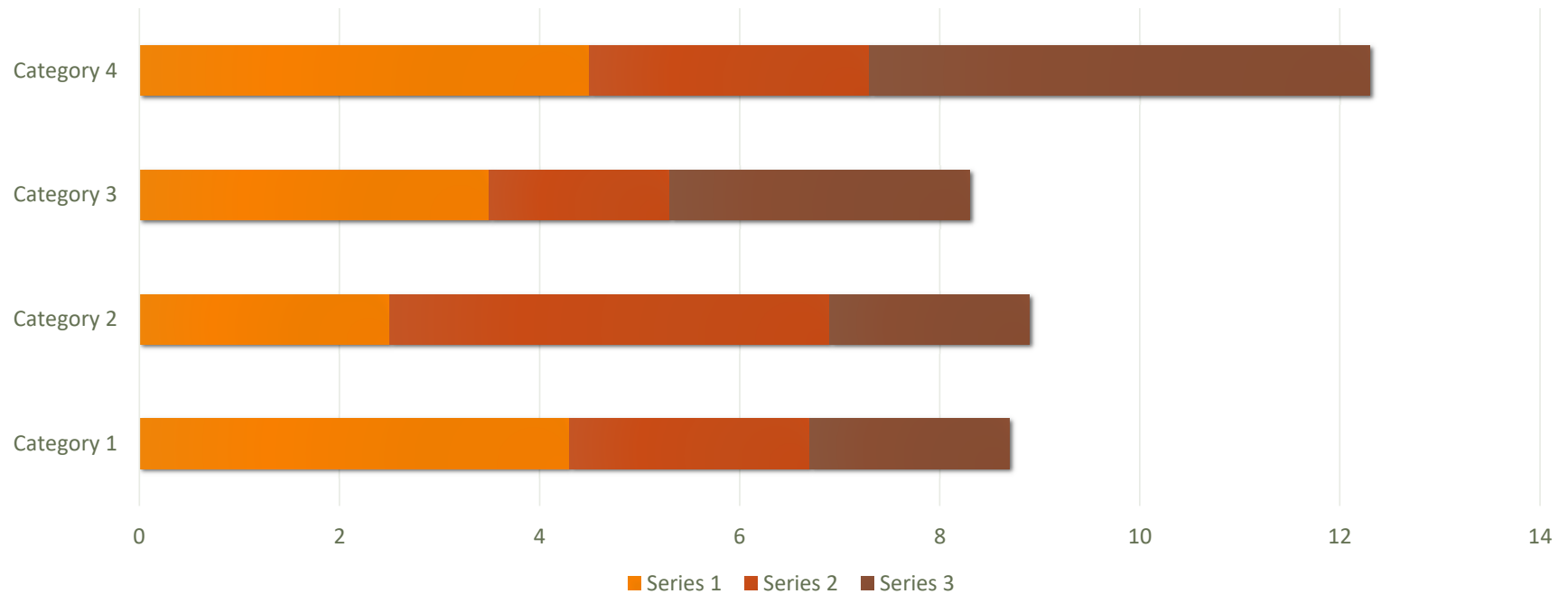
If you'd like to contact us . . .

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Title and Content Layout with Chart



Two Content Layout with Table

Class	Group A	Group B
Class 1	82	95
Class 2	76	88
Class 3	84	90

First bullet point here

Second bullet point here

Third bullet point here

Add a Slide Title - 1

Add a Slide Title - 2

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