

# UARC GUIDELINES FOR INTERNAL REPORT

**OVERALL OBJECTIVE.** The purposes of the unit review are to:

- help the academic unit to improve;
- help satisfy accreditation requirements.

The objective of the internal review team's report is to **clearly** and **concisely** communicate the team's findings and recommendations, especially those that will help the unit in its continuous improvement efforts.

## **INTERNAL REPORT:**

- You provide a separate and discrete report to the Unit.
- The external reviewers provide an expert evaluation. You may wish to use their report to support your evaluation and findings.
- You write specifically to a BYU audience and provides helpful feedback couched in the institution's unique context.
- The analysis, summaries, suggestions, and recommendations should reflect the perceptions and observations of the internal review team.

**REPORT CONTENT.** The self-study written by the unit is organized around four themes:

1. Unit Progress and Plans
2. Programs and Students
3. Faculty; and
4. Facilities and Resources.

**The attached template** is provided to help you to organize your report around these themes. Under each category you will find specific items discussed by the unit in the self-study. These categories are intended to be a **guideline** only, provided to help jog your memory regarding the salient issues that arise from your findings. You are not expected to comment regarding all of these issues; rather, you are encouraged to address the issues that are most important for this unit.

There are two areas that must be examined and included in the report:

1. **Assessment.** Be sure to address the unit's processes for assessing learning outcomes and evidence that assessments are being used to improve programs and courses.
2. **External reviewer ratings of theses and dissertations.**

**SUMMARY EVALUATIONS.** Each of the four major report sections ends with the same summary topics:

**Strengths and Challenges.** Carefully balance what you choose to list as the unit's strengths and challenges, keeping in mind that the purpose is to both encourage and to provide useful feedback.

**RECOMMENDATIONS.** In the Summary and Conclusion portion of the report located at the end of document you will find a place where you can offer Recommendations to the department. These Recommendations are the points to which the unit leaders will respond through their academic channels and in their self-study in seven years. The Suggestions are helpful insights presented to assist the unit in moving forward, but the unit will not formally respond to your suggestions.

**NOTA BENE:** Be certain that any items listed in any of the summary topics (i.e., Strengths, Challenges, and Recommendations/Suggestions) are discussed in the text of the report. This information will provide context and deepened understanding for the unit.

**CONCISENESS.**

- The report does not need to be lengthy in order to be useful.
- Strive to create a report that is as brief as possible while saying what needs to be said.
- Do not include a description of the review process because it is generally the same every time. The Academic Vice President and his council reads all of the reports and the information can be redundant.
- It is not necessary to repeat what is written in the unit's self-study UNLESS there is pertinent information that deals significantly with the context/content of your comments.

**TONE.** We intend for the process to be supportive to the unit while being helpful to its continuous improvement efforts. In order to achieve our objective of supportive helpfulness, we strive for a tone of *collegial candor*. It is important to recognize accomplishments and successes of the department as well as to identify areas of potential improvement and recommendations for change.

**QUOTATIONS.** Since we promise confidentiality, do not quote interviewees in your report, even anonymously. Take care to avoid using language that might inadvertently identify individuals. It is appropriate to mention recurring concerns or issues that arise during the interviews; these should be reported in aggregate form.

**TIMING.**

- The date for submitting the report to Alvin Sherman will be provided.
- Usually the internal report is due TWO WEEKS after you receive the external report (which is usually TWO WEEKS after the on-site visit)
- The review team chair will share the due dates with all team members in advance of the on- site visit.
- The team will establish interim due dates to allow for integration of all of the report sections.
- Adhering to due dates is important to enable the team to present the report at the assigned UARC meeting and to provide feedback to the unit in a timely manner. Thank you for your efforts in this area.

**GUIDELINES TO BE USED WITH UARC INTERNAL REPORT TEMPLATE**