

# Guidelines for the Preparation of Year One Reports

Revised March 11, 2009

Please submit ten (10) printed copies of the report, one electronic copy of the report, and one copy of the institution's catalog to the Commission office.

## Structure and Contents

1. Title page to include:
  - a. Institution name
  - b. Title of Report
  - c. Date.
2. Table of Contents
3. Introduction [One (1) page maximum]
4. Institutional Context [One (1) page maximum]
5. Preface
  - a. Brief Update on Institutional Changes Since Last Report
  - b. Address Topics Requested By the Commission
6. Chapter One – Standard One: Mission and Core Themes

### Section I: Mission: [Three (3) pages maximum]

- a. Mission Statement
- b. Mission Core Themes
- c. Definition of Fulfillment of Mission and, Within that Definition, Interpretation of an Acceptable Threshold or Extent of Mission Fulfillment.
- d. Date and Manner of Most Recent Review of Mission and Core Themes

### Section II: Core Themes : [ For each Core Theme: [Maximum of three (3) pages per theme]

- a. Descriptive Title
- b. Goals or Intended Outcomes for the Core Theme
- c. Indicators of Achievement of the Core Theme's Goals or Intended Outcomes
- d. Rationale as to Why the Indicators are Assessable and Meaningful Measures of Achievement of the Core Theme's Goals or Intended Outcomes

### Section III: Chapter Summary [One (1) page maximum]

## Report Layout

1. Use letter size portrait orientation (8½" wide by 11" high) with 1" margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings which should be in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, and Introduction).
4. Single space text in the body of the report.

## Publication of Report

To conserve paper and minimize shipping costs, please adhere to the following:

### Print Version

1. Use **WHITE** 20 pound paper for the report.
2. Other than the Title Page and Table of Contents page, print on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple reports in the upper left corner. Do not bind or shrink-wrap reports!

### Electronic Version

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendixes may also be sent as a single Adobe Acrobat file. **Non-Acrobat files and multi-file reports may be returned.** The file should be emailed to: reports@nwccu.org.

Please contact the Commission Office at 425/558-4224 if you have questions on these guidelines.