Baruch College Periodic Review Report (PRR) for continued Middle States Accreditation – Due June 1, 2015
Guidelines Summary

**Purpose of the PRR**  ‘The Periodic Review Report (PRR), due five years after the decennial self-study and reaffirmation of accreditation, is a retrospective, current, and prospective analysis of the institution. As an essential phase of the accreditation cycle, the PRR should demonstrate that the institution meets the standards by which the Commission reaffirms or denies accredited status.’ (Middle States PRR Handbook p. v).

**Preparation Time for the PRR**  Middle States recommends two years from initiation of the process to the submission date.

**Length of the Report**  Middle States recommends approximately 50 pages

**Contents of the Report**  Middle States recommends brevity in providing information for the report, but emphasizes that the PRR is of equal importance as the Self-Study in the accreditation process. The following sections are required for the PRR:

1) **An executive summary (no more than 5 pages).**
   -- Overview of Institution including references to mission, enrollment, educational offerings, structures and resources (brief)
   -- Completed and signed PRR Certification Statement regarding Title IV and HEOA regulations

2) **A summary description of the institution’s responses to recommendations from the previous evaluation and to Commission actions.**
   -- Critically appraise actions/decisions on recommendations in the self-study and the evaluation Team Report
   -- Self-study recommendations may be grouped

3) **A brief narrative identifying the institution’s major challenges and/or current opportunities**
   -- Identify important challenges/opportunities over next 5 years related to one or more accreditation standards
   -- May include changes in mission, programs, institutional effectiveness (outcomes), student services, facilities and other institutional resources, administrative organization, governing board, governance structures, personnel and management, institutional research and planning, policies and procedures, admissions, enrollment management, retention and attrition, and financial condition

4) **Analysis of enrollment and finance data for the period covered by the institution’s strategic plan (but not less than the current year and three future years), including enrollment and fiscal trends from the three previous years and assumptions upon which projections are based.**
   -- Include budgets, pro forma projections, strategic plan tied to budget
   -- Audited financial statements and management letters covering 3 previous years
   -- IPEDS for the three previous years
   -- Current enrollment plus 3 previous years; Projected enrollment covered by financial plan but not <3yrs.
   -- Fiscal information includes both operational and capital accounts

5) **Evidence of sustained and organized processes to assess institutional effectiveness and student learning, and evidence that the results of such processes are being used to improve programs and services and to inform planning and resource allocation decisions**
   -- Thorough overview of Institutions assessment process as related to Standard 7 (Institutional Assessment) and standard 14 (Assessment of Student Learning)

6) **Evidence that linked institutional planning and budgeting processes are in place**
   -- Provide a thorough overview and analysis of the institution’s planning and budgeting process, with particular attention to how those process are integrated and linked.
   -- Standard 2 (Planning, Resource Allocation, and Institutional Renewal) is the primary context for this Section.
Steps in Preparing a Periodic Review Report (9 Steps)

Step 1: Organize for the task (Summer 2 years prior to submission)
-- Designate committee to coordinate the effort and write final document
-- Include various campus constituencies including faculty, staff, administration, and board of Trustees

Step 2: Review documents relating to previous evaluation and Commission actions
-- Committee reviews important documents:
   a) The institution’s self-study report from the previous decennial evaluation
   b) The report of the evaluation team
   c) The formal institutional response to the team report
   d) Commission action(s) following the decennial evaluation or follow-up report(s)--- these are sent to the institution in action letters and are also included in the institution’s Statement of Accreditation Status
   e) Any follow-up report(s) required by the Commission
   f) The institution's Statement of Accreditation Status, available in the Institutional Directory on the Commission's website

Step 3: Collect other essential data
-- Annotated inventory of institutional reports, evaluations, data collections, and other documents that have a clear relationship to the various components of the PRR as outlined above. Should include both paper documents and those available electronically.
   -- Other documents that should be gathered or made accessible include:
      --institutional profiles submitted to MSCHE annually since the last evaluation
      --substantive change requests submitted to the Commission (if any)
      --audited financial statements and management letters for the previous three years
      --institutional budget documents
      --institutional planning documents
      --outcomes assessment plans and results (or similar documents) relative to both the assessment of institutional effectiveness and the assessment of student learning

Step 4: Organize, analyze, and interpret data
-- PRR should be analytical and forward-looking rather than defensive or solely descriptive, when it is used both to identify problems and to develop solutions to them, and when it identifies opportunities for growth and development.
-- The PRR is of equal importance with the decennial evaluation as an accreditation event and preparing it should be a useful activity, planned and executed carefully, and not simply a formal exercise. It will be most helpful if it is seen as a component of continuous institutional self-assessment.
-- Data must be analyzed and interpreted. Assertions should be supported by evidence.
-- Recommendations for improvements should be made when appropriate.

Step 5: Write the draft report
-- The PRR is not intended to duplicate a self-study report and is not expected to be as lengthy.
-- It should follow the format provided in the section of this handbook on “The Contents of the Periodic Review Report” and should include all of the contents described there.
-- A typical PRR is about 50 pages in length, supported by relevant documentation to accompany the narrative report
-- While working for brevity, be as explicit and precise as the nature of the material permits.
-- Discuss subjects fully enough so that readers are able to assess the situation at the institution.
-- The report should be analytical and not simply descriptive. Cite and interpret evidence, as necessary, to strengthen and clarify the report. Use and attach existing documents.
The PRR should not be simply a response to a Commission requirement for reporting but, instead, should be used for the benefit of the institution itself. The internal audience (and possible external audiences beyond the Commission) should be kept in mind when preparing the final report.

**Step 6: Conduct an institutional review of the content of the draft report**
-- Just as a self-study report should accurately represent the entire institution, so should the PRR.
-- The institution should take appropriate steps to ensure community-wide involvement in and awareness of the PRR process.

**Step 7: Edit the final report**
-- The final edited report should include a functional cover page (example follows) with the institution's name and location, the date, and the chief executive officer's name and title.
-- The report should be securely stapled together or bound, not placed loosely in a folder.

**Step 8: Prepare the executive summary & PRR Certification Statement**
-- Be succinct, address the items detailed earlier, and limit the executive summary to five pages.
-- Attach the completed and signed Certification Statement. The Certification Statement attests to the institution's compliance with MSCHE requirements of affiliation and federal Title IV requirements. It is updated regularly to address relevant HEOA regulations including those that pertain to distance education, transfer of credit, and other issues. Institutions with Related Entities should attach that completed certification form as well.

**Step 9: Submit, by June 1, the following PRR package to each of the two external reviewers and the finance associate, and two copies of the package to the Commission office. The names of and contact information for the three evaluators will be provided by the Commission office by May 15.**
In hard copy:
  a)  The Periodic Review Report (including its executive summary, the Certification Statement, and, if appropriate, the Related Entities Certification);
  b)  The institution's most recent MSCHE "Institutional Profile."
  c)  An Electronic versions of the executive summary, Certification Statement and Related Entities Certification will also be uploaded by the institution to the MSCHE website by September 1.

**Source:** Handbook for Periodic Review Reports (12th Edition, Middle States Commission on Higher Education)