

# **WASC Institutional Review Process**

## **The Preparatory Review Report**

The Preparatory Review is intended to be primarily evidentiary, consisting of a carefully-chosen set of exhibits (the Institutional Portfolio) that support the institution's claim that it meets the Core Commitment to Capacity; supported by limited text essays that explain or reflect on the Portfolio's contents.

**THE PREPARATORY REVIEW REPORT –  
Focuses on Core Commitment 1  
To Institutional Capacity—  
INCLUDES**

- ✍ Introduction, including changes in context since the Proposal
- ✍ Institutional Portfolio
  - ✍ Basic Descriptive Data
  - ✍ Set of Stipulated Policies (Appendix 1)
  - ✍ Set of exhibits and data displays
- ✍ Reflective Essays indicating what the Portfolio exhibits mean to the institution
- ✍ Concluding Essay
- ✍ Appendix with institution's response to previous team and Commission concerns

Exclusive of exhibits and appendices, the Preparatory Review Report should not exceed **35 pages** in length. (Further details may be found in Handbook 2001, pages 42-43).

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### **Notes on the Preparatory Review Report**

- ✍ The Preparatory Review is designed to enable the Commission to determine whether an institution fulfills the Core Commitment to Institutional Capacity: *The institution functions with clear purposes, high levels of institutional integrity, and organizational structures and processes to fulfill its purposes.* (p.41)
- ✍ The Preparatory Review occurs approximately two years after finalization of the Institutional Proposal.
- ✍ It is expected that key institutional constituencies, including faculty leadership, are involved in the design of the Institutional Presentation, the selection of indicators, and especially in the drafting of the analytical essays.
- ✍ The Preparatory Review is intended to be primarily evidentiary, consisting of a carefully-chosen set of exhibits (the Institutional Portfolio) that support the institution's claim that it meets the Core Commitment to Capacity; supported by limited text essays that explain or reflect on the Portfolio's contents.
- ✍ A number of alternative models are available for organizing the Preparatory Review Report. (See p.43).
- ✍ The Preparatory Review is **not** a comprehensive review. The institution is **not** expected to provide data in response to each and every Criterion for Review included under the four Commission Standards. **Rather**, using a combination of prescribed and specially selected exhibits, the institution is expected to demonstrate it possesses the basic resources, structures, and processes to meet the Core Commitment to Capacity and the broad statement of each Standard. (p.43)