

I.18 Types of reports

Accreditation is an ongoing process that involves the continuous assessment and evaluation of a program and the enhancement of the program's operations using standards. Programs are required to submit the following documents as part of their commitment to the accreditation process and to allow the COA to monitor accredited programs and programs with Candidacy or Precandidacy status. The COA uses these documents in its efforts to monitor and evaluate a program's compliance with the *Standards*:

Statistical report	Statistical information is gathered annually. See section I.18.1.
Biennial narrative report	Biennial narrative reports enable the Program Head to inform the COA and the Office of major developments related to the school or its program and to respond to previously asked questions from the COA. These reports also demonstrate the ongoing nature of a program's planning, evaluation, and assessment processes. Programs are provided advance notice of when their biennial narrative report is due. See section I.18.2.
Special report	A special report addresses specific issues needing clarification or improvement as called for in the Decision Document. It may also involve a meeting with representatives of the program and the COA. The COA may also request a special report following its review of interim narrative and/or statistical reports. See section I.18.3.
Progress report	An annual progress report is required of programs with Precandidacy or Candidacy status and of programs with Conditional status after a plan for removal of Conditional status is reviewed by COA. See section I.18.4.
Self-Study	The Self-Study (formerly called Program Presentation) is a report prepared by the program as part of the comprehensive review process. This document describes the program; describes its compliance with the <i>ALA Standards for Accreditation</i> ; analyzes the program's strengths, weaknesses, and challenges; and sets forth the program's plans and goals for future development and continued compliance with the <i>Standards</i> . See section II, Guidelines for the Self-Study and Comprehensive Review, for detailed information.

I.18.1 Statistical reporting

Annual statistical reports are due in the Office for Accreditation by February 15. The statistical elements requested include information such as student and faculty demographics and program finances. The COA reviews these reports to analyze trends in individual programs and in library and information studies education in general.

Accreditation Process, Policies, and Procedures, fourth edition

Also reviewed are statistics the program makes available publicly on: 1) Retention rate, 2) Average time to degree completion, and 3) Percentage of graduates holding positions relevant to the degree within 12 months of degree completion (which may include further graduate study). Those three statistics are to be positioned first among a listing of any other data the program would like to include. This data is to be accessible no more than one click off the program landing page. *Effective February 1, 2019, for full implementation by March 28, 2019.*

The COA reviews these statistics annually at its regularly scheduled spring meeting, usually in mid-April. Normally, the COA only acknowledges review, but if data is incomplete or contains information that warrants explanation, the COA may request immediate action or require a special report.

I.18.2 Biennial narrative report

The biennial narrative report enables the Program Head to inform the COA and the Office about major developments related to the school's program(s) and to respond to COA's questions. The report also demonstrates the ongoing nature of the school's planning, evaluation, and assessment processes as well as their effectiveness. Reports are due in the Office for Accreditation by February 15. A schedule of biennial narrative reporting due dates by institution is available on the Office for Accreditation website. Additionally, Decision Documents and letters to programs from the COA in response to reporting include a list of upcoming reports and their due dates.

At its regularly scheduled spring meeting, the COA reviews each biennial narrative report and responds to each program based on the information it contains. The COA sends its response to the Program Head. If the Program Head has concerns regarding the COA's response, he or she may respond with additional information or documentation for review at the COA's next regularly scheduled meeting. The Program Head may also request a meeting with the COA. This request must be made no later than six weeks before a regularly scheduled COA meeting.

Instructions for formatting, content, and submission of biennial narrative reports can be found on the Office for Accreditation website.

I.18.3 Special report

A special report should be submitted electronically by the deadline indicated in the Decision Document or other correspondence from the COA. The Program Head should work with the OA Director regarding the content and format of the special report.

I.18.4 Progress report

Programs with Precandidacy or Candidacy status must submit an annual report to indicate what progress the program has made toward reaching its objectives, obstacles it has encountered, and its plans to address these obstacles. Programs with Conditional status must submit an annual progress report after a plan for removal of Conditional status is reviewed by the COA. Progress reports are due in the Office for Accreditation by February 15.

Instructions for formatting, content, and submission of progress reports can be found on the Office for Accreditation website.