**Instructions for use of ERP Standards Worksheet and ERP Report Template**

**ERP Standards Worksheet**

*Use of the ERP Standards Worksheet is recommended, but not required if panelists prefer to use an alternative data recording tool that captures the same information.*

The ERP standards worksheet is intended for use by ERP members in data recording. These notes provide the substance for completing the ERP report. The notes *are not* submitted to COA or the program, and should be destroyed after the final ERP report is submitted. These documents are confidential for internal use only by the ERP.

Panelists use the section of the worksheet relevant to their respective standards assignments to record evidence or documentation to support an observation and to note comments relevant to compliance with the standard. This recording of evidence begins with the review of the Self-Study and continues with the onsite visit.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Source/Assertion** | **Evidence verified** | **Evidence supports compliance?** |
| **I.4.1** The evaluation of program goals and objectives involves those served: students, faculty, employers, alumni, and other constituents. | SS, p. 18: MGO reviewed by advisory committee, students and alums surveyed, at faculty retreat  SS, p. 18: Survey results posted on program website | Program goals and objectives appear on agendas and surveys of constituents;  Advisory committee minutes: reviewed and made recommendations for program goals revision.  Response rate of 80% for exit surveys for graduating students from [years].  Faculty meeting minutes: retreat focused on analysis and discussion of results of student exit surveys. |  |

**ERP Report Template**

*Use of the ERP report template is required.*

The ERP Report Template is used to generate the narrative report that will be shared with the program and COA. Language may be revised to suit the particular program and panelists may deviate from the template where doing so is needed for clarity or for providing additional evidence. However, all standards are addressed with appropriate reference to evidence, based on the ERP Standards Worksheet. Panelists responsible for specific standards use the relevant section(s) of the report to compose, drawing substance from their notations in the ERP Standards Worksheet.

Summary statements for each standard in the worksheet provide the substance for the final paragraph for each standard in the ERP Report.

The summary statement at the end of the ERP Report Template constitutes the substance of the exit briefing to the program and institutional representatives.

The completed ERP report will typically range between 20 and 30 pages, and should not exceed 30 pages.

Use appendices to provide the following information. Appendices are not included in the document page-length limitation.

* Schedule for the site visit;
* List of groups met with and individuals (with names and titles) interviewed, either before or during the site visit;
* List of courses observed.

[AP III.7.2](http://www.ala.org/educationcareers/sites/ala.org.educationcareers/files/content/AP3/4thedition/AP3_4th_ed_III.7_current.pdf) details the format of the ERP Report:

* The ERP Report should be prepared in accordance with a recognized style manual;
* Set margins to a minimum of 1 inch;
* Double-space the report;
* Include a footer on each page with institution name, version date, and page numbers;
* Prepare a title page that includes all information in the sample in section III.7.3;
* Write the report in the third person; for example, “The ERP notes that….”;
* Use terminology that is gender-neutral. ALA policy calls for use of the term “Chair” for the panel leader. Social or gender-related titles such as Mr. or Ms. should not be used. Academic titles (Dr.) may be used. Use of gender-specific words should be avoided, as should diminutives;
* When referring to the Standards for Accreditation, use either Standards or Standards for Accreditation;
* Be sure the names of the university, college, school, department, the program, and titles of individuals are correct. Abbreviations may be used throughout the document after the first mention;
* Cite references to the Self-Study and/or other information sources\*;
* If information from an individual is used, include the person’s name and title;
* Include Self-Study page references in the text for quotations and when paraphrasing;
* Avoid confusion between various drafts and the final report. Date the drafts, use a different title page for each report version, and include a header or footer stating, for example, “Draft for correction of factual errors” or “Final ERP Report.”

\*In citing sources of evidence, use abbreviations such as SS (Self-Study), VPAA (Vice President for Academic Affairs), CIO (Chief Information Officer), IT (Information Technology), etc.; define each abbreviation the first time it is used in the document. Citations to documentation and/or evidence should be as complete as possible, e.g., if applicable, when citing a web source, include section headings in addition to URLs.