

4.3.2 Appendix K – Annual Interim Report Guidelines for Accredited Colleges, Guidelines for Annual Interim Report Reviewers

Annual Interim Report Guidelines

In mid-December each college that has not had a site visit within the previous six months or has a site visit planned in the first six months of the following year is required to submit an interim report. The interim report form will be deployed through the accreditation management system and colleges are required to complete the form. Additional documentation may be uploaded into the system.

The report should address the college's progress in addressing any identified deficiencies. The report must also describe any recent or anticipated changes on a Standard by Standard basis. The college must provide a link to the website where accreditation information and NAVLE pass rate is readily available for the public. Any comments, suggestions, and complaints regarding the college's compliance with the Standards must be provided with the interim report.

Guidelines for Annual Interim Report Reviewers

What are interim reports?

Interim reports are most commonly annual reports to the AVMA Council on Education by accredited colleges/schools of veterinary medicine. Biannual reports are also required at 6-month intervals for schools/colleges functioning under Reasonable Assurance or Provisional Accreditation. Each COE member is assigned several interim reports to review as primary and/or secondary reviewer. Written reports are submitted and are presented and discussed at the spring meeting of the COE.

Purposes of interim reports

- Provide a means by which the COE may be alerted of any significant changes in the college that are relevant to one or more standards of accreditation
- Allow the COE to monitor and assess college's compliance with standards prior to the next scheduled site visit
- Provide a means by which the COE can make recommendations to a college before a situation may become an adverse accreditation issue
- Provide an opportunity for college to describe progress toward rectifying previously identified deficiencies and/or addressing recommendations from the last site visit or a previous interim report
- Provide the COE with important documentation and a longitudinal perspective for future site visits
- Like Reports of Evaluation, provide important documentation should any appeals or adverse accreditation decisions arise
- Provide documentation that may be needed if Department of Education chooses to conduct an inspection or audit of the COE.
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“Do’s and Don’ts”

Do:

- Prepare the document just as carefully and seriously as you would prepare a Report of Evaluation
- Treat the interim report documents and your review with the same degree of confidentiality as you would treat all other council deliberations, discussions, and documents.
- If you are a primary reviewer, you must take the lead in assuring that the report is completed in a timely fashion. Contact the secondary reviewer and set a timeline for preparation of the interim report review. Make sure to allow sufficient time for discussion of any concerns; pursuit of additional information, if needed; review of the primary reviewer’s draft; incorporation of edits; and submission of the final report.
- Read previous interim report reviews, Reports of Evaluation, and any other supporting documents that are made available to you along with the most current interim report. It is your responsibility to read these and be familiar with the college and its accreditation history.
- When reading prior interim report review, pay particular attention to any recommendations and/or concerns expressed by the Council.
- Early on in the process, check the report and make sure that no critical requested information is missing from the report.
- If needed, solicit missing information and/or clarification from the college administration AFTER consultation with the secondary reviewer.
- In the review, briefly summarize the information under each standard. Emphasize significant changes which are directly relevant to the standards of accreditation and, in particular, any changes which were made in response to prior recommendations
- Write the background in the third person (e.g. the College has added 3 new tenure-track faculty members in the basic sciences; the State’s contribution the school’s budget declined by 10% in FY09; etc.)
- When making recommendations in the interim report review, point out concerns and give some direction, if needed, but don’t be prescriptive.
- Make the recommendations to the college; recommendations to the rest of the Council re accreditation status (for any status other than full accreditation) will be made at the meeting of the full Council.
- Commend the college only if the college has made an extraordinary achievement, accomplishment, or significant progress toward meeting a recommendation or correcting a deficiency.
- Check the report and correct typographical, spelling, and grammatical errors.

Do Not:

- Cut and paste entire sections from the interim report and insert them into your review. Also, if you are cutting and pasting some factual information, be particularly careful not to copy and insert first person pronouns into your review.
- Call the Dean or other College personnel without first consulting with your secondary reviewer; also, make sure that the information you are seeking is not contained within the current or previous interim reports.
- Call the Dean unexpectedly without preparing her/him and alerting her/him to the specific concerns. Do not contact the college for minor details or clarification that are of little or no significance to the accreditation standard.
- When speaking with the college administration in order to obtain needed information for the review, do not stray from the topic of concern. Specific discussions regarding how the reported information will affect the accreditation status are not appropriate. The entire Council will discuss and vote on the degree of compliance with the standards and the resultant accreditation status.