

## Task Force Report Guidelines, HLC2010

Task Force reports will all contain at least the five components listed here. Responses to the key questions (the third component) will use the Key Questions list and the response grid (shown below) to provide a relatively uniform organization across the six task forces.

1. *Scope statements.* Task force reports will begin with a description of the scope of the report; the description will serve as a table of contents for the report and, together with the scope statements in the other task force reports will describe the university as a whole.
2. *Organizational relationships.* In the report, include organizational and process charts to specify relationships among the various organizational components and functions studied in the report.
3. *Key questions for a self-study.* Task force reports will be guided by the key questions. In every case, the key questions should be adapted to the part of the university (department, office, process, etc.) under study: (1) ask the questions in terms of the particular organizational component, and (2) add this to every set of questions: What additional questions should we ask in responding to this core component?

It is possible that some core components and/or some key questions will not be relevant to the organizational components studied by a task force. If this is the case in the considered opinion of the task force, the task force report should briefly explain the task force decision. For example, Criterion 3 will be of concern primarily to the academic affairs and student services task forces, but it should not be set aside by other task forces without due consideration.

*Systematic approach.* A study grid, applied with appropriate flexibility in particular instances, will ensure due consideration of each question (copy and paste the grid as needed):

<b>Narrative</b>	{ <a href="#">brief description</a> ; if longer, <a href="#">attach document</a> , <a href="#">indicate filename</a> }
<b>Examples:</b>	
<b>Evidence/documentation:</b>	
<b>Additional data needed:</b>	
<b>Data sources:</b>	
<b>Themes</b>	{ <a href="#">list of relevant cross-cutting themes</a> }

4. *Evaluative conclusions.* For each criterion, the task force report will provide a succinct summary of conclusions reached and list major strengths, significant concerns, and recommended actions.
5. *Concerns from last comprehensive visit.* Finally, each task force report should consider and summarize the relationship of its findings to the concerns expressed by the visiting team in the report from the last comprehensive visit (spring 2000).