

**TEAC’s recommended process for preparing the *Brief***

Working together, program colleagues should follow these seven steps to produce the *Brief*. Use this form to keep track of your progress.

<b>1. Review</b>	<b>Done!</b>	<b>Date</b>
TEAC’s principles and standards		
State standards		
TEAC’s accreditation process		
TEAC’s requirements for content of the <i>Brief</i>		

<b>2. Gather information</b>	<b>Done!</b>	<b>Date</b>
Program overview		
Program requirements (Appendix D)		
Program faculty qualifications (Appendix C)		
Program capacity (Appendix B)		

<b>3. Inventory available measures</b>	<b>Done!</b>	<b>Date</b>
Inventory the program’s available evidence of graduates’ learning, noting what evidence the faculty relies on, what it does not, and what it might collect in the future (Appendix E); collect local assessments (Appendix F)		
Assemble a list of the program’s assessments and explain how and why the program uses them		
Determine what evidence of graduates’ learning would support claims for Quality Principle I		

<b>4. Conduct an internal audit</b>	<b>Done!</b>	<b>Date</b>
Describe the program’s quality control system and conduct an internal audit		
Draft the internal audit report (Appendix A)		

<b>5. Take stock</b>	<b>Done!</b>	<b>Date</b>
Review all materials and findings to date		

<b>6. Formulate claims</b>	<b>Done!</b>	<b>Date</b>
Align claims and evidence		
Check against public claims		

<b>7. Draft <i>Brief</i></b>	<b>Done!</b>	<b>Date</b>
Review assembled material, study the results of the assessments, and formulate the program’s interpretation of the meaning of the results of the assessments		
Compare drafts against checklists for program and formative evaluators (see <i>Guide to TEAC Accreditation</i> )		
Submit draft to TEAC for review and comment		