

## **TEAC's recommended process for preparing the *Brief***

Working together, program colleagues should follow these seven steps to produce the *Brief*:

### **1. Review**

- TEAC's principles and standards\*
- State standards, as appropriate for programs in states with agreements with TEAC
- TEAC's accreditation process\*
- TEAC's requirements for content of the *Brief*\*
- Sample *Briefs* and audit documents\*\*

\*In this volume, and also at [www.teac.org](http://www.teac.org). \*\*Available at workshops or by request

### **2. Gather information**

- Program overview
- Program requirements (Appendix D)
- Program faculty qualifications (Appendix C)
- Program capacity (Appendix B)

### **3. Inventory available measures**

- Inventory the program's available evidence, noting what the faculty relies on, what it does not, and what it might collect in the future (Appendix E\*)
- Assemble a list of the program's assessments and explain how and why the program uses them

\*Inventory form is in this volume and also at [www.teac.org](http://www.teac.org)

### **4. Conduct an internal audit**

- Describe the program's quality control system and conduct an internal audit
- Draft the internal audit report (Appendix A)

### **5. Take stock**

- Review assembled material, study the results of the assessments, and formulate the program's interpretation of the meaning of the results of the assessments

### **6. Formulate claims or use state/national standards, as appropriate**

- Align claims and evidence
- Check against public claims

### **7. Draft *Brief***

- Compare drafts against checklists for program and formative evaluators\*
- Submit drafts to TEAC for review and comment

\* In this volume (Appendix 1) and also at [www.teac.org](http://www.teac.org)