



Checklist for preparing the *Brief*

1. Review	Done!	Date
TEAC's principles and requirements		
State and professional association standards		
TEAC's accreditation process		
TEAC's requirements for content of the <i>Brief</i>		
2. Gather information	Done!	Date
Program overview		
Alignment of program requirements with <i>Quality Principle I</i> and state and national standards (Appendix D)		
Program faculty qualifications (Appendix C)		
Program capacity (Appendix B)		
Collect copies of all local assessments (Appendix F)		
3. Inventory available measures	Done!	Date
Study the evidence available in the field pertaining to the graduates' learning, note what evidence the faculty relies on currently, 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 (rationale)		
Add any newly developed instruments to Appendix F		
Determine the program's standard for the sufficiency of evidence of graduates' learning that would support claims for <i>Quality Principle</i> (e.g., what are the cut scores?)		
4. Conduct an internal audit	Done!	Date
Describe the program's quality control system and conduct an internal audit		
Draft the internal audit report (Appendix A)		
5. Take stock	Done!	Date
Review all materials and findings to date		
6. Formulate claims	Done!	Date
Write your claims and align claims with evidence for them		
Check consistency of your claims with your published public claims		
7. Draft <i>Brief</i>	Done!	Date
Study the results of the assessments cited in Appendix E, and formulate the program's interpretation of the meaning of the results of the assessments		
Compare draft against checklists for program and formative evaluators		
Submit a draft to TEAC with completed Checklist for Submitting <i>Brief</i>		