

*Checklist to accompany the submission of the Inquiry Brief and Inquiry Brief Proposal*<sup>1</sup>

<b>Requirements for the <i>Brief</i></b>	<b>Find it on page</b>	<b>Still missing</b>
1. We identify the author(s) of the document.		
2. We provide evidence that the faculty approved the document.		
3. We give a brief account of the history and logic of the program and its place within the institution.		
4. We provide some demographics of program faculty and students (e.g., race and gender), broken out by year, by each program option.		
5. We state our claims explicitly and precisely.		
6. We provide evidence to support our claims organized by their relationship to the components of QPI (1.1–1.3).		
7. We provide evidence for all the subcomponents of QPI (1.4): learning how to learn (1.4.1); multicultural perspectives and accuracy (1.4.2) and technology (1.4.3).		
8. We have checked that our claims are consistent with other program documents (e.g., catalogs, websites, and brochures).		
9. In the rationale, we explain why we selected our particular measures and why we thought these measures would be reliable and valid indicators of our claims.		
10. In the rationale, we also explain why we think the criteria and standards we have selected as indicating success are appropriate.		
11. We describe our method of acquiring our evidence – the overall design of our approach, including sampling and comparison groups (if applicable).		
12. We provide at least two measures for each claim unless there is a single measure of certain or authentic validity.		
13. For each measure we include empirical evidence of the degree of reliability and validity.		
14. We present findings related to each claim, and we offer a conclusion for each claim, explaining how our evidence supports or does not support the claim.		
15. We describe how we have recently used evidence of student performance in making decisions to change and improve the program.		
16. We provide a plan for making future decisions concerning program improvements based on evidence of our students' performance.		
17. We provide evidence that we have conducted an internal audit of our quality control system (QCS) and we present and discuss the implications of the findings from our internal audit.		

<sup>1</sup> The checklist for the *Inquiry Brief Proposal* need not have entries for rows 6, 7, 13, 14 and 15.

18. We provide Appendix C that describes faculty qualifications.		
19. We provide Appendix D that describes our program requirements and their alignment with state and national standards.		
20. We make a case for institutional commitment to the program (Appendix B).		
21. We make a case that we have sufficient capacity to offer a quality program (Appendix B)		
22. We list all evidence (related to accreditation) available to the program (Appendix E).		
23. We provide copies of all locally developed assessments in Appendix F.		
24. We provide, if applicable, copies of decisions by other recognized accreditors for professional education programs not covered in the <i>Inquiry Brief</i> (Appendix G).		
25. If our program or any program option is delivered in distance education format, we make the case that we have the capacity to ensure timely delivery of distance education and support services and to accommodate current student numbers and expected near-term growth in enrollment.		
26. If our program or any program option is delivered in distance education format, we describe the process by which we verify the identity of students taking distance education courses.		