



## Organizing the *Brief*\*

Within the TEAC system there is always considerable latitude in how the program faculty will make its case and what kinds of quantitative and/or qualitative evidence it will bring forth to support the case that it has fulfilled the requirements of TEAC's system of accreditation.

Most program faculty chooses to organize the *Brief* as a research article or monograph.

### Recommended article or monograph format

1. Program overview
2. Claims and rationale for the assessments
3. Method of assessing
4. Results
5. Discussion of results
6. References
7. Appendices
  - A. Internal audit of quality control system
  - B. Capacity for quality
  - C. Qualifications of the program faculty
  - D. Program requirements
  - E. Inventory: disclosure of available measures used or declined
  - F. Local assessment instruments
  - G. Status of program options accredited by other recognized accreditors

### Alternate approaches

As long as the *Brief* addresses all the elements, components, and subcomponents of the TEAC system (1.1-3.2.6), a program may take any approach that allows the faculty to best make its case. Some possible forms that may suite the faculty members are:

1. An essay with sections corresponding to each of TEAC's quality principles and standards (1.1-3.2.6);
2. A comprehensive internal audit report that probes all dimensions of the TEAC quality principles (1.1-3.2.6);
3. A full account of each numbered element, component, and subcomponent of the TEAC system (1.1-3.2.6);
4. A qualitative case study about their students' accomplishments with regard to the quality principles and the program's role in fostering them, controlling, and monitoring quality.
5. A state or other report that aligns with each of TEAC's requirements (1.1-3.2.6)

Each of these forms would be audited for accuracy and evaluated by the same processes as the recommended monograph format.

**TEAC believes that however the *Brief* is organized, writing the *Brief* should serve the program's needs apart from TEAC accreditation.**