# ACCREDITATION EXPERT CONSULTING

# SELF-STUDY STARTER KIT

Whether you're pursuing initial accreditation or reaffirmation, this starter kit provides the tools and structure your institution needs to begin the self-study process with clarity, strategy, and confidence. Ideal for presidents, provosts, ALOs, and accreditation committee leads.

# WHAT'S INSIDE THIS KIT?

## 01

### SELF-STUDY PLANNING TIMELINE

Stay organized with a month-by-month roadmap from kickoff to submission. This timeline outlines when to:

- Assemble your accreditation team
- Conduct internal data collection
- Draft your narrative sections
- Schedule internal reviews
- Prepare for the site visit
- Submit your final self-study

Includes editable Excel + PDF formats for easy customization by your team.

## SELF-STUDY REPORT OUTLINE

## 02

This structured outline follows the expectations of major accreditors (WSCUC, MSCHE, NWCCU, DEAC). Each section includes:

- Standard-aligned headers (e.g., Mission, Governance, Learning Outcomes)
- Narrative prompts to guide writing
- Fields to insert links to evidence and appendices
- Version control for collaborative editing

# WHAT'S INSIDE THIS KIT?

**03**

## EVIDENCE INVENTORY WORKSHEET

Track every document your team needs. This worksheet helps manage:

- Required documents (e.g., board minutes, org charts, audits, assessment reports)
- Status of each item (drafted, final, missing)
- Document owners and update deadlines
- Upload location or cloud link

Use this to avoid last-minute document scrambles.

## TEAM CHARTER TEMPLATE

**04**

Accreditation is a team effort. This charter template defines:

- Team roles (narrative leads, data analysts)
- Responsibilities for sections of the self-study
- Meeting schedule and decision-making structure
- Communication protocol for internal and external reporting

This ensures every member knows their role and timeline.

# WHAT'S INSIDE THIS KIT?

**05**

## INTERVIEW PREPARATION GUIDE (SITE VISIT READINESS)

Your faculty, staff, and students will likely be interviewed during the site visit. This guide includes:

- Common interview questions by role
- Talking points that align with your narrative
- Do's and Don'ts for interview etiquette
- A mock interview script for team practice

Helps ensure your team speaks confidently and consistently.

## RISK & READINESS CHECKLIST

**06**

A pre-submission checklist of red flags that often trigger delays or sanctions:

- Missing or outdated data
- Weak evidence of institutional effectiveness
- Unclear board governance documentation
- Gaps between stated mission and actual operations
- Delays in site visit prep or mock visits

Includes a scoring tool to assess your institution's risk level before submission.

# WHAT'S INSIDE THIS KIT?

## 07

### TOOLS TO STREAMLINE ACCREDITATION PREP

Learn how to use AI responsibly in your self-study process:

- Tools like Notion, Pendo, and Qualtrics to organize evidence, feedback, and compliance dashboards
- Use cases for AI writing support (e.g., summarizing meeting notes, drafting early narrative drafts for human revision)
- Data privacy and compliance guidance when using AI platforms

# WHO SHOULD USE THIS KIT?

- Accreditation Liaison Officers (ALOs)
- Provosts and Deans
- Presidents and Institutional Leaders
- Compliance and QA Directors
- Faculty Leaders Overseeing Program Review
- External Accreditation Consultants

Schedule a free customization session with our team at Accreditation Expert Consulting.