

## **HOW TO USE THIS TEMPLATE (DELETE THIS PAGE PRIOR TO SUBMISSION):**

This template is designed to assist your institution as it completes its Midterm Report. The template is essentially an annotated outline of the Midterm Report, with guidance and instructions for each required section. The template also includes embedded formatting (e.g., headers, etc.) that will help build a table of contents for the final document.

Throughout the template, you will see highlighted text containing instruction and guidance:

- **Yellow highlighting** contains instructions and additional guidance related to the section.
- **Gray highlighting** indicates “insert text here” and provides a description of what to insert.

**Both types of highlighted text should be removed prior to the final submission of your Midterm Report.**

General information about the Midterm Report can be found in Section 3.3 of the *Accreditation Handbook*. Your ACCJC staff liaison is available to answer specific questions at any time.

### **REPORT DUE DATE:**

Midterm reports are typically due four years after the focused site visit. The exact due date for your Midterm Report can be found in the Commission action letter reaffirming your institution’s accreditation status for the remainder of the accreditation cycle. Your ACCJC staff liaison can confirm the date if needed.

### **SUBMISSION PROCESS:**

Unless you receive other guidance from your ACCJC staff liaison, you will submit your final Midterm Report and supporting documentation by uploading your files to ACCJC’s secure online cloud service. Your ACCJC staff liaison will provide additional instructions and a link to the cloud service in advance of your submission due date.

Your submission should include the following:

- a PDF copy of the final certified Midterm Report;
- a folder containing copies of all evidence cited in the Midterm Report.

### **REGARDING EVIDENCE FILES:**

As part of the submission process, you will upload folders containing PDF copies of all evidence and documentation cited in your narrative responses. Names of individual files with the folder should be meaningful enough to give a general idea of the file’s contents.

### **REGARDING EVIDENCE LINKS:**

Within your report narratives, you will link to evidence and documentation as needed. Your hyperlinks should be descriptive enough to indicate what document will be opened when a reader clicks the link. Hyperlinks may resolve to the individual evidence files that were uploaded to ACCJC as part of your submission (i.e., using relative links within the document) or to PDF files available on a dedicated, online institutional repository.

[insert college logo here]

## **Midterm Report**

Submitted by

[insert College Name and  
College Address]

to

Accrediting Commission for Community and Junior Colleges

[insert date of submission: Month Year]

## Certification

To: Accrediting Commission for Community and Junior Colleges

From: [insert Name of Chief Executive Officer]  
[insert Name of Institution]  
[insert Institution Address]

This Midterm Report is submitted to the ACCJC for the purposes of 1) highlighting recent improvements or innovations and 2) providing an update on institutional performance with regard to student outcomes since the last comprehensive peer review. The Midterm Report reflects the nature and substance of this institution, as well as its best efforts to align with ACCJC Standards and policies, and was developed with appropriate participation and review by the campus community.

Signatures:

[Chief Executive Officer of Multi-College District, if applicable] [Date]

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[Chief Executive Officer] [Date]

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[Chairperson, Governing Board] [Date]

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[Name, Title, Representing] [Date]

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[Name, Title, Representing] [Date]

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[Name, Title, Representing] [Date]

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[Name, Title, Representing] [Date]

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Update the table of contents prior to submission. To update, click anywhere in the table of contents and select "Update Table" on the tab that appears above the table of contents header. When prompted, select "Update entire table."

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## **A. Reflections on Continuous Improvement Since Last Comprehensive Review**

Provide brief responses to the prompts below, referring to the Peer Review Team Report for the last comprehensive peer review. Suggested length for Section A is 3 pages.

- 1. Briefly describe major improvements or innovations since the time of the last comprehensive peer review, focusing on areas where your institution is excelling or showing significant improvement with regard to equitable student outcomes, educational quality, and/or mission fulfillment.**

[Insert narrative response.]

- 2. Briefly describe actions taken in response to any recommendations for improving institutional effectiveness or feedback noted in the Peer Review Team Report for the last comprehensive peer review.**

[Insert narrative response, citing relevant Standards as appropriate.]

- 3. How are the actions described above helping your institution deepen its practices for continuous improvement and transformation in relation to the 2024 Accreditation Standards?**

[Insert narrative response, citing 2024 Accreditation Standards as appropriate. Reflect on the team report and feedback]

## **B. Reflections on Institution-Set Standards and Other Metrics of Student Achievement**

Provide a brief response to each question below, referring to Standards 1.3 and 2.9 for additional context. You may insert graphs, charts, or other similar visuals as needed to support your narrative. Suggested length for Section B (not counting any visuals) is 3 pages.

- 1. Review the most recent ACCJC Annual Report and other meaningful metrics of student achievement. Has the institution met its floor standards? Exceeded its stretch goals? Describe any patterns or trends you see in performance against your institution-set standards and other metrics of student achievement.**

[Insert narrative response (and visuals, if appropriate).]

- 2. When you disaggregate the data for the institution-set standards and other meaningful metrics of student achievement, what do you see related to equitable student achievement outcomes (i.e., equity gaps)? What patterns or trends excite you? What patterns or trends concern you?**

[Insert narrative response (and visuals, if appropriate).]

- 3. What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions in order to inform future improvements and innovations in support of equitable student achievement?**

[Insert narrative response (and visuals, if appropriate).]

### **C. Reflections on Assessments of Student Learning**

Provide a brief response to each question below, referring to Standards 1.3, 2.1, 2.2, and 2.9 for additional context. You may insert graphs, charts, or other similar visuals as needed to support your narrative. Suggested length for Section C (not counting any visuals) is 3 pages.

- 1. Review the results of learning outcomes assessment. Describe any patterns or trends related to attainment of learning outcomes observable in these data that may be relevant as you implement improvements and innovations in the design and delivery of academic programs?**

[Insert narrative response (and visuals, if appropriate).]

- 2. How (i.e., for what subpopulations, modalities, etc.) does your institution disaggregate its assessment results? When you review disaggregated assessment results, what patterns or trends do you see related to equitable attainment of student learning? What patterns or trends excite you? What patterns or trends concern you?**

[Insert narrative response (and visuals, if appropriate).]

- 3. What actions has your institution taken/is your institution taking in response to the patterns and trends discussed above? How will you monitor the results of these actions in order to inform future improvements and innovations in support of equitable student learning?**

[Insert narrative response (and visuals, if appropriate).]

### **D. Looking Ahead to the Next Self-Evaluation and Comprehensive Review**

Provide a brief response to the question below. Suggested length for Section D is 2 pages.

**Your institution will begin its next comprehensive self-evaluation in 1-2 years. What opportunities, changes, or other internal or external factors do you see on the horizon that are likely to affect the context of your self-evaluation and/or comprehensive peer review?**

[Insert narrative response.]