

# Suggestions for CiHS Standards Report 2020

WASHINGTON STATE

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- Several of the Standards require “published” evidence. Colleges and universities should provide evidence that is easily accessible and available to the public to meet the definition of “published”.
- A cover sheet for each Standard is important to provide the reviewer with context and a process for locating evidence for each Standard. While not all Standards require a cover sheet, this document proves valuable to reviewers by providing context for understanding the submitted evidence.
- All evidence should be reviewer friendly. Applicants are encouraged to have someone not familiar with the program review the application to confirm organization and clarity. Are acronyms explained? Are state laws or institutional policies clearly outlined for an external audience? Are documents where they should be? Have all pieces of required evidence been provided? In addition, institutions should test that attachments can be fully accessed prior to submittal.
- Some of the Standards require evidence that may meet more than one Standard. Colleges and universities are encouraged to include the same evidence in multiple Standards to ensure that the evidence is not overlooked and is easily accessible for reviewers.
- Placement and pre-requisites are different and should be treated as two separate policies and processes. Colleges and universities should review their application to make sure that the evidence provided clearly states the policies and processes for both placement and pre-requisites.
- Many of the Standards require colleges and universities to provide evidence for each discipline. Institutions are strongly encouraged to review their reports prior to submission to ensure that each discipline is included in the required evidence.
- Many of the Standards require colleges and universities to provide signed documentation. Institutions are strongly encouraged to review their reports prior to submission to ensure that all signatures are included in the required evidence.
- Best practices focus on developing materials and information that target specific audiences. Too often institutions submitted evidence that was general and not targeted to specifically to CiHS instructors, parents, and students. Colleges and universities are encouraged to develop materials that are designed for CiHS stakeholders.