The following outline information is required from each of the recommendation group to provide the basis for our written show cause report. The information can be listed and does not need to be stated in polished sentences, but it does need to be thorough enough to be the basis for a detailed discussion of our response to each recommendation.

Each recommendation will follow the suggested outline below: Rec 1, 2, 3, 4, 5, 6, 7, 8, Rec 1(2008), Eligibility Requirement 10

1. Recommendation Statement (from ACCJC), include Standards and sublevels.
2. Findings from the Evaluation Report
3. Process to address the recommendation. Include the work group members (expertise and affiliations). Include a time line for the work.
4. General observations of why the finding occurred. List areas of concern, missing processes, and/or gaps discovered.
5. Work Group approach to resolving the recommendation
   Reference ACCJC guidelines where appropriate and include information regarding how models from other schools, consultant input, or other information were used to address the recommendation.
6. Resulting Actions and Changes
   ● State the changes/actions and provide the evidence of these changes.
   ● Reference the changes and corresponding evidence to the sub-areas of ACCJC Standards.
   ● Provide a statement of how the action/change meets the standard
7. Analysis of results – what has been the outcome of the changes.
8. Sustainability and continuous Improvement - Planning Agenda (future actions)
9. Summary
10. Evidence List (hyperlinked evidence, if possible).