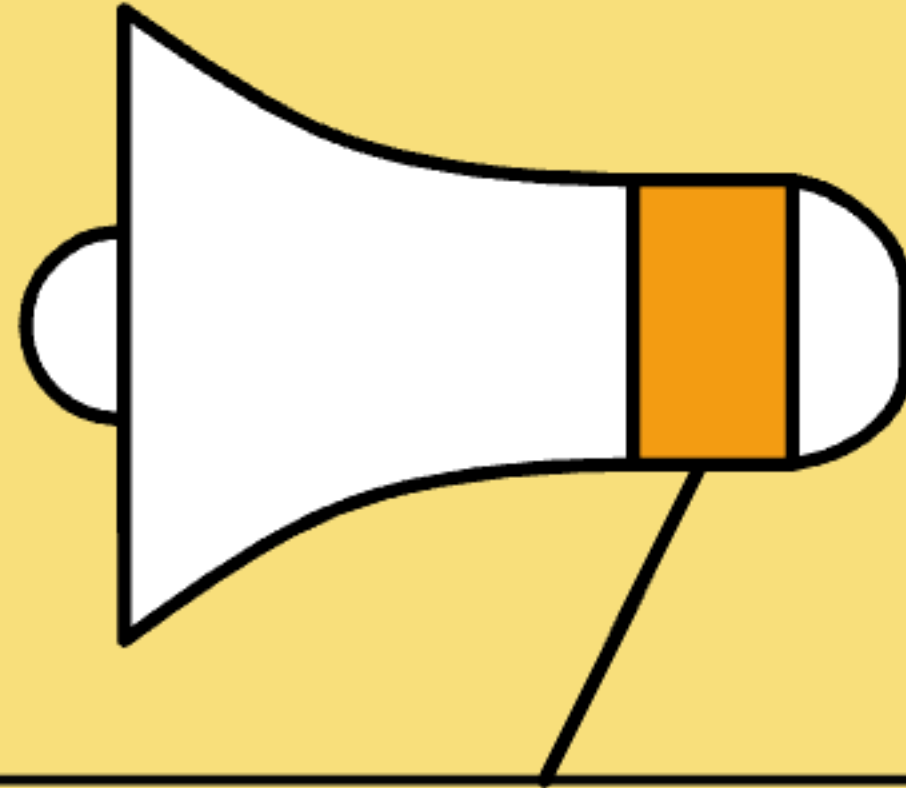


**How do I  
demonstrate  
compliance?**



# **How to Write a Clear and Concise Narrative**

Virginia Regional Accreditation Symposium  
2022



# **3 Components of a Clear Narrative**



**Opening Paragraph**



**Narrative Body**



**Evidence**

# The Opening Paragraph



**State  
compliance**

**Broadly  
address the  
standard**

**Provide a  
30,000ft  
view**

**Link to  
mission**

# The Opening Paragraph

UC Sunnydale is in compliance with standard 9.1. The institution offers programs consistent with its mission and goals and embodies a coherent course of study. Regardless of location of delivery or modality, programs must go through a rigorous curricular development process that requires review at multiple levels by faculty committees and appropriate academic administrators, and in some cases, the President, Board of Trustees, and the state governing board. Through this process, programs developed are aligned with the mission and are appropriate for and have requirements emblematic of higher education.

# The Narrative Body

- Use the "Questions for Consideration" in the Resource Manual as an outline
- Present only the facts in clear, simple language
  - Only address the principle
  - Explain why you are in compliance
  - Provide evidence and supporting documentation for statements
  - Analyze and summarize data or data tables in narrative
  - Clearly explain institutional context, organizational structure, etc. that will help evaluators understand the institution





# Evidence



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Highlight and/or select specific sections for reviewer



Don't let technology get in the way of a good story



## A Note on Language

- Use past tense
- Compliance is based on what the institution did, not what they plan to do
  - Avoid using words such as mostly, most, somewhat, some...
- When making a statement, provide evidence to support that statement
  - Summarize data to convey insight and implications



# Remember...

- Need to provide examples of policy implementation (e.g., completed forms, signed documents, emails, minutes, etc....)
- Ensure reviewers can easily locate key information/data in evidence (highlighting, arrows, etc. in a standard way)
- Include at least 2 years of data in tables & point out its relevance in narrative
  - Number and label tables
  - Identify source of table data
  - Note trends, interpretation, actions taken
  - Explain gaps
- Use the standard's key words as headings to organize the narrative
- Employ a final editor to unify voice and narrative presentation
- Don't use paragraphs when a table or bulleted list will do
- Mention location of delivery and modality often



# Final Thoughts



- This is a snapshot of the institution's current situation
- State the facts, do not give a history of changes, what was, or what could be
- Write clear concise sentences stating why you are in compliance and provide supporting documentation
- Do not assume that SACSCOC evaluators know how your institution works
- SACSCOC evaluators are experts in their field, explain to them in the narrative(s) how you are in compliance
- At the end, restate compliance



**SACSCOC  
is  
Coming!**

# Questions or Thoughts?

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