A Few Suggestions for Accreditation Follow-Up Report Writing
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2. Parse the Recommendation completely. Focus on the language of the Recommendation, but also use the cited Standards or Eligibility Requirements to understand better the ground you have to cover.
3. In light of the parsed Recommendation, review the evidence you have in hand, along with your own knowledge of the issues and actions.
4. Outline your response. Use the specified format, but within each section, organize the subsections in logical order to address each issue fully in turn.
5. Fill in your outline with narrative.
   a. Cite specific evidence as you go (I suggest a parenthetical at the end of each applicable paragraph) for every substantive point.
   b. Be as concise as you can, but make absolutely certain you cover all the required points.
   c. Echo the language of the Recommendation and Standards wherever you can, without going overboard.
   d. Make very clear the distinction between what has already been completed and what is planned, scheduled, or already underway.
   e. Emphasize sustainable improvement over get-out-of-trouble actions.
   f. Refer to Gap Analysis for some preliminary observations on progress.
6. If you don’t have evidence for a needed point, make a note of it and send a request to the source.
7. If you encounter an issue or evidence that relates nicely to another Recommendation, make a note under that Recommendation.
8. Establish evidence organization, citation conventions, and related practices as early as possible. I suggest that one person be assigned as the evidence coordinator.