

Status Report Guidelines

- Status reports will be presented to ACC every three years on a rotating basis at the March meeting.
- Persons who participate in preparing a status report are encouraged to attend the meeting to present the report to ACC
- If a significant change occurs with a program ACC requests that an update of changes be presented, even if the program is not a scheduled to report to ACC that year

Report Content

ACC requests the following information be included in a Status Report with as much detail that is available and applicable to each program:

- Name of program
- Committee members responsible for report and name of contact person
- Brief description of program. Include guidelines for the program, explanation of support to/or impact on curriculum and if applicable number of students serviced by the program.
- Goals of the program and or future adjustments expected for the next 3 years
- Evaluation of program effectiveness. If possible include data as a support of program.
- Budget information. Source of funding and use of funds.