1. INTRODUCTION –

The Visiting Team Report (VTR) is an essential document in the ACCE accreditation process. The quality of these reports reflects on the quality and professionalism of ACCE. The purpose of this Style Guide is to help Visiting Teams be more consistent and more professional in preparing Visiting Team Reports for their target audiences, which includes Presidents and Provosts of many universities. This document is created with some editorial license – there are many ways to develop written form within the English language – this Guide is how ACCE chooses to direct its Visiting Teams in developing their reports.

2. GENERAL –

As a Member of a Visiting Team, you will be granted access to a folder on ACCE’s OneDrive cloud-based filing system. In this folder are the pertinent forms and documents for the program that is being reviewed for accreditation. One of the sub-folders is called the Visiting Team Handbook. Within this folder, there is a Microsoft Word file named “T4 - Form A-3B 2019.07.08”, that is the template for the preparation of its VTR.

The template will be based on the level of the degree at the institution that is being reviewed. For Associate’s Degree, the template is Form A-3A. For a Bachelor’s Degree, the template will be Form A-3B. For the Master’s Degree, it will be Form A-4.

Follow the template for your VTR. **Do not change any of the formatting in the template.** Be aware of font, type, size, and format along with the report outline, margins, and indents. The VTR form will have the template boiler plate in bold type. The font used by the Visiting Team **should not be bolded.** Use italics only for citations as discussed in Section 6 of this Style Guide. Use this Style Guide to help with the routine items of capitalization, punctuation, and other elements of style.

3. CAPITALIZATION –

a. Capitalize “Department,” “College,” and “University” when referring to the site being visited.

b. Capitalize the word “Program” only when used with its title, i.e., “Construction Management Program.”

c. Capitalize “Strength,” “Weakness,” “Concern,” and “Undeveloped Potential” throughout the VTR if they are used as a Strength, Weakness, Concern, or Undeveloped Potential in Section 11 of the report. **Do not use bold or all-caps for these words.**

d. Capitalize Visiting Team and Team every time used in the VTR when referencing the ACCE Visiting Team.

e. Capitalize the first letter of a position that has a formal job title. Examples: Dean, Department Chair, Program Coordinator, etc.
4. LISTS OF PERSONS VISITED –
   a. Use the following sample format for all persons visited:
      • Dr. James E. Jones, President
      • Dr. Amanda R. Roberts, Provost and Chief Academic Officer
      • Dr. Robert A. Lightyear, Department Chair, Department of Math, College of Science
      • Professor Tom Jones, Assistant Professor, Department of Construction
      • Ms Rachel Smith, Librarian
      • Mr. Russell Meyer, Adjunct Faculty, Department of Construction
      • Mr. Robert Byte, Laboratory Technician, College of Engineering
      • Mr. Tom Jones, Turner Construction Company
   b. Identify the company affiliation for all members of the Industry Advisory Board.

5. GROUP TITLES –
   When naming a special group in the VTR, be consistent on the group name, especially the Industry Advisory Board (or Committee) and the educational program title.

6. CITATIONS –
   When citing verbatim materials of two lines or more, show in italics; for material of less than two lines, use quotes.

7. ACRONYMS –
   a. Use only acronyms that the host and the readers will understand. It is easier to write out the entire title than it is to explain it.
   b. Spell out the term the first time followed by the acronym in parenthesis. An example would be: The Department is supported by two libraries; John Peace Library (JPL) on main campus and Downtown Campus Library (DTL).

8. GENERAL GUIDANCE –
   a. The Institution’s history provided in the Self-Evaluation Study should be summarized to about two paragraphs and inserted in the report.
   b. Answers in the tables used to record compliance with Standards are binary and should be either “In Compliance” or “Not in Compliance.” If full compliance is not the case, terms such as “Partially Compliant” or “See Below” are not to be used. The report format provides space below each table for explanations of items “Not in Compliance.”
   c. Enter “Not Applicable” for items in the report format which do not apply to the program visited (e.g. §3.2 Courses Offered by Alternate Forms of Delivery).
   d. If there are no comments in response to “General comments of the Visiting Team, if any, not included in the preceding discussion in this section of the report.”; enter “None.”
   e. In Section 10, list each Weakness and Concern identified in the last Visiting Team Report and provide a brief statement as to the current status of each Weakness and Concern. Do not copy the narrative provided in the program’s last progress report.
9. WEAKNESSES AND CONCERNS –

a. Weaknesses. Use the following format in Section 11 of the report:

The format for Weaknesses should include a short topical description [1-4 words], a parenthetical reference to the VTR section that contains the detailed description of the Weakness (in the report body), a brief summary of the Weakness, and a parenthetical reference to the applicable standard in Document 103 A, B, or M. **No Weaknesses are to be cited that are not fully explained in the body of the report.**

An example of the format to be used to cite a Weakness is:

11.2.1 Business and Management. (See Section 3.1.3 of this report.) The Visiting Team found no evidence of the “principles of management” being taught in any of the Business and Management courses listed in the curriculum. This was confirmed during a meeting with faculty members from the College of Business. [See ACCE Document 103B, Section 3.1.3.]

b. Concerns. Use the following format in Section 11 of the report:

The format for Concerns should include a short topical description [1-4 words], a parenthetical reference to the VTR section that contains the detailed description of the Concern (in the report body), a brief summary of the Concern, and a parenthetical reference to the applicable standard in Document 103 A, B, or M. **No Concerns are to be cited that are not fully explained in the body of the report.**

An example of the format to be used to cite a Concern is:

11.3.1 Faculty Size. (See Section 4.1.2.1 of this report.) Due to the retirement of one faculty member and the 50% administrative appointment of another faculty member, the program needs additional faculty to reduce reliance on part-time faculty members and teaching overloads for the Program Coordinator. If uncorrected, this could lead to a Weakness. [See ACCE Document 103B, Section 4.1.2.1.]

c. Do not group Weaknesses and Concerns. For example, do not cite a single curriculum Weakness with several sub-Weaknesses. List them as separate Weaknesses. This facilitates tracking of corrective action by the Accreditation Committee.

d. If a Weakness or Concern from the previous VTR has not been alleviated, it should be repeated in the current VTR under Section 11, as appropriate.

e. Weaknesses and Concerns listed in Section 11 of the VTR should be organized in the order in which they are identified in the body of the report.