



# Clearly Telling Your Story

How To Write a Strong Narrative

2018 Virginia Regional Accreditation Symposium  
Charlottesville, VA



## Presenters

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## The Opening Paragraph(s)



State compliance with the principle, include key components of the principle



Broadly address the principle



Provide a 30,000 foot view



Should link statement of compliance to mission (where applicable)

## The Body of Narrative

- Address all relevant questions presented in the 2018 Resource Manual
  - 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 you institution

## Faculty Credential Justifications

- Develop justifications for common related fields (i.e. Criminal Justice and Sociology)
- Provide justifications that explain nuances within a field
  - Name of field changes or development
  - Ph.D. only recently became the terminal degree (Physical Therapy) or the Masters is the terminal degree (Library Science)
  - Do not assume the reviewers will know these things

## Faculty Credential Justifications

- When writing a specific justification find keywords from the teaching discipline that you can then relate directly to the person's experience or research
- Be formulaic: Dr. Jane Smith is qualified to teach in XXX discipline because of her experiences with XXX and research in XXX align with XXX discipline's key concepts, such as XXX.

## A Note on Language and Statements

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

### Narrative

Anyofus College in Compliance with this Comprehensive Standard.

The College's integrated, ongoing Strategic Planning model, is described in Core Requirement 7.1. Each Academic and Student Support Service Unit develops an improvement plan tied to the Strategic Priorities of the College using a chart.

Each Academic and Student Support Unit has identified expected outcomes and assessed the extent to which these outcomes have been achieved. The chart for a sample of Academic and Student Support Unit is found in one of the chart below.

### **Example Narrative: 8.2.c - Student Outcomes: Academic and Student Services**

