

# ACCSC SCHOOL GUIDE – PREPARING THE IAIP REPORT

## HOW TO PREPARE THE INSTITUTIONAL ASSESSMENT AND IMPROVEMENT PLAN (IAIP)

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The Institutional Assessment and Improvement Plan (IAIP) and the SER are the most challenging documents schools must prepare as part of their initial accreditation process. Preparing an IAIP Report requires first aligning your school’s policies, assessments, benchmarks, surveys, and meetings with ACCSC standards. It reflects an ongoing process of self-evaluation completed annually.

### IAIP REPORT RECOMMENDED SECTIONS

1. Introduction.
2. Assessment Methods.
3. Annual Evaluation Cycle.
4. IAIP Committee.
5. Student Demographics.
6. Mission Evaluation.
7. Management Evaluation.
8. Fiscal Condition and Budget Evaluation.
9. Administrative Policies and Practices Evaluation.
10. Student Support Services Evaluation.
11. Faculty and Staff Development Evaluation.
12. Educational Program Curricula Evaluation.
13. Learning Resources System Evaluation.
14. Equipment and Supporting Materials Evaluation.
15. Facilities Evaluation.
16. Student Achievement Outcomes Evaluation.
17. Distance Education Evaluation.

### IAIP EVALUATION AREAS

ACCSC expects institutional assessment and improvement goal setting, benchmarking, and implementation activities for sections 6 through 17 (as listed above). For each evaluation area:

- Describe evaluation criteria and assessment methods.
- Include an assessment report with the data collected.
- Include an analysis of the assessment and conclusions.
- Establish an action plan to address areas of improvement.
- Document all IAIP meetings with minutes and revised quarterly action plan.

### REFERENCES

- [Monograph Series: Institutional Assessment and Improvement Planning](#)
- [Monograph Series: Self-Evaluation Processes and Practices](#)
- [Monograph Series: Learning Resource Systems](#)
- [Monograph Series: Faculty Improvement Planning and Implementation](#)

Need assistance with your institution’s ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting.](#)