**Guidelines for Preparing Response to Conditions Reports**

 A Response to Conditions Report does not require the submission of all components of the original report. The purpose of the report is to demonstrate that the program has adequately addressed each item listed in Part G of the original recognition report.

Because there can be quite a bit of variation in what is submitted in response to conditions reports, the form that is used includes all the same questions and sections as the original program report. You do not need to submit text or attachments for every item --- you only submit the specific responses and documents that demonstrate changes or additions that respond to the items listed in Part G of the original recognition report. Program reviewers will have access to your original program report and the original reviewer recognition report.
The Response to Conditions narrative portion of the report should be submitted in Section VI of the program report form. Any files or documents related to specific assessments should be submitted in Section IV of the program report form in the appropriate assessment slot. The narrative in Section VI should begin with the list of the items from Part G of the recognition report. Then the report should address each item in turn. For each item a brief narrative should be prepared describing how the faculty has addressed the specific issue. If necessary, appropriate documentation should be attached or written in an appropriate field in Sections I, II, III, or IV.

**Example:**   The National Recognition Report states that the following conditions must be met in order for the program to obtain full national recognition:

(1) Provide data for assessments #3, #5 and #6.

(2) Provide specific examples of data analysis and application to( program improvement.

The Response to Conditions report, therefore, might consist of:

1. The list of conditions (the two bulleted items).
2. For the first bullet, “provide data for assessment #3, #5, and #6” the compiler could write a brief narrative explaining the data collection process since the original report was submitted. Data charts for the three assessments would be attached in Section IV of the report in the appropriate assessment fields).
3. A response to the second bullet (“Provide specific examples of data analysis and application to program improvement”) would not require data charts. Instead, a narrative describing how the program has analyzed data and used data to evaluate and perhaps make changes to the program would be included. Specific examples of actions taken would strengthen the response .

***Submitting the Response to Conditions Report***

NOTE: There is a brief mini-video on the NCATE web site at the following URL which will walk you through each step of the response-to-conditions report submission process: <http://www.ncate.org/institutions/resourcesNewPgm.asp?ch=90> Click on the first item.

Response to Conditions reports are submitted in the same way as new program reports. Institutions must notify NCATE (via e-mail, ncateprograms@ncate.org) no less than one month before a submission deadline of their intention to submit a Response to Conditions Report. Please go the following URL to locate the chart: <http://www.ncate.org/institutions/ChartPRS09.asp?ch=90> . Download a copy of the chart, fill it out and email it to NCATE. Once the chart is received, NCATE staff will prepare the program report shells. When the shells are created the system notifies the Dean and the NCATE Program Coordinator. They are each sent the appropriate URL, user id and password.

***Preparing Report Files and Attachments***

To prepare a Response to Conditions Program Report, log in to AIMS and then click on PRS (on the menu on the left side of the page). Click on the name of the program in the far left. Begin by filling out the cover sheet information. Then, in Section VI of the report form, (1) list all conditions of the report that are being addressed in your Response to Conditions report and (2) describe what the program has done to address the issues raised in the recognition report. There is a character limit in Section VI of 24000 characters. Then add text and/or attachments in the different sections of the report that document the changes you cited in Section VI. You can input text on-line or you can cut and paste text from a prepared Word document. As a reminder, for a Response to Conditions report, not all sections need to be filled out; only those that respond to Section G of the Recognition report.

The files for each assessment should be prepared as Word, Word Perfect, Excel or PDF documents. Our system will **NOT** accept documents that have been created in the newest version of Word and saved with a “.docx” extension. If you have the newest version of Word you must save your files in Word so that they have a “.doc” extension.

Attachments will not be accepted if they are larger than 2 MB.

**As much as possible, combine all of the files for one assessment into a single document.** That is, create one file for Assessment 1 that includes the two-page narrative, the assessment itself, the scoring guide, and the data chart.

***There is a limit of no more than 20 attachments for the entire report so it is crucial that* *you combine files as much as possible.***

***Name these files as listed in the chart below:***

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| **File name**  | **File contents**  |
| “Assessment 1”  | Two page narrative from Section IV for Assessment 1 and the three attachments for Assessment 1 (assessment, scoring guide, and data chart)  |
| “Assessment 2”  | Two page narrative from Section IV for Assessment 2 and the three attachments for Assessment 2 (assessment, scoring guide, and data chart)  |
| “Assessment 3” [and so on for other assessments)  | Two page narrative from Section IV for Assessment 3 and the three attachments for Assessment 3 (assessment, scoring guide, and data chart)  |