



## Accreditation Council for Pharmacy Education International Services Program

### Guidelines for Reports During the International-Accreditation Term

January 2025 Version

Written reports (interim and prior to evaluation visits) are an important mechanism by which ACPE monitors and evaluates a college's compliance with International-Accreditation Quality Criteria between comprehensive evaluation visits. Such written reports may be requested for a number of reasons, such as:

- to provide an update or additional details on issues or initiatives on which a college is working; or
- when a specific area of concern regarding a Quality Criterion has been identified by the college (for example, in a self-study) or by ACPE.

The ACPE Board of Directors may request a written report following a comprehensive evaluation visit, a focused evaluation visit, a substantive change, or a previous interim report. When a focused visit is scheduled, ACPE generally requests the college to submit a focused visit report roughly eight weeks ahead of the visit. Specific issues to be addressed in the interim or focused visit report are itemized in an *Actions and Recommendations Letter (A&R)* or an *Interim Report Action Document (IRAD)* from ACPE. Each issue will refer to a specific Quality Criterion or combination of Criteria.

The purpose of this document is to improve the efficiency of the reporting, submission and evaluation processes, to minimize unnecessary work and effort by all parties, and to provide additional guidance to colleges regarding reporting expectations. Terminology used in ACPE's A&R's and IRAD's (i.e., when an interim report or focused visit report is requested) is explained below so that the expectation, content, and level of detail required by ACPE are more clearly communicated and appropriately addressed by the college.

ACPE provides a template for interim and focused visit reports, and colleges are requested to use the template which is available on ACPE's website.

ACPE urges colleges to ensure that their reports:

- are concise but provide the expected level of detail (as detailed below);
- do not exceed the word limits detailed below;
- wherever possible, primarily focus on changes that have already been implemented and assess the impact of such changes on the program;
- whenever appropriate and **always when requested**, include data that provides evidence to support what is described in the text (*see additional guidance regarding data below*)
- when applicable, make judicious use of appendices to illustrate specific points in the main text
- answer three questions related to the monitoring request:
  - **WHAT?** (What is the problem/issue? Provide a very brief, objective/factual description of the issue and, as applicable, the need for improvement or reason for monitoring, partial or non-compliance.)

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- **SO WHAT?** (What are the implications for the program? How is the quality of the program affected by this issue? If changes have already been made or are in process, what has been the impact of the changes? Provide a brief, subjective description.)
- **NOW WHAT?** (What will be done next by the college? Provide the intended timeline.)

## Content and Required Level of Detail

ACPE uses three standardized terms to indicate the **required level of detail** when an interim report is requested:

- **A copy of [document name]:** The college is required to submit the document or table (e.g., a strategic plan, an evaluation plan, academic staff bylaws, academic staff resource table). Generally, no additional explanation is required unless specifically requested. A short explanatory paragraph, however, should be provided if the document contains new information that may impact future compliance with standards, for example, an initiative or objective described in a strategic plan.
- **Brief description:** The college should provide ACPE with a brief description of progress or developments on the issue\* in question since the last report or International-Accreditation review. The text of the report (excluding any tables, charts, appendices, etc.) should be approximately - but **not exceeding - 400 words** (*approximately one page*) **per requested issue** (bullet point).
- **Detailed description:** This should include a detailed description of progress and/or developments on the issue\* since the last report or International-Accreditation review and, where applicable, the college evaluation of the impact and/or effectiveness of relevant strategies and initiatives. The text of the report (excluding any tables, etc.) should be approximately - but **not exceeding - 800 words** (*approximately two pages*) **per requested issue** (bullet point).

\* In the Board's Actions and Recommendations (A&Rs) and Interim Report Action Documents (IRADs), an "issue" is generally indicated as a bulleted item under a specific Quality Criterion. For example, if a cited Criterion has three main bullets associated with it, this would constitute three requested issues.

The specific wording of ACPE's request will clarify the required **scope and content** that needs to be addressed by the college. ACPE will endeavor to ensure that requests for information are clear so that the college's response can be appropriately focused. **If the scope of a request is not clear to the program, please communicate with ACPE staff for greater clarity.** If applicable, requests for additional requirements (such as tables or charts) will be clearly stated in ACPE's letter.

## Submission of Data

**Whenever data are requested by ACPE they must be provided.** Even when data are not specifically requested, when appropriate, they may be submitted to provide evidence to support the text. Ideally (as/if applicable) data should be submitted **in English** as follows:

- **Raw data** (directly from the assessment activity; suitably formatted for ease of assimilation by the reviewer, but not otherwise manipulated in any way)
- **Analyzed data** (summarized and presented in a way that easily allows the reviewer to identify and deduce key findings)
- **Interpreted data** (the college's findings and conclusions, the implications for the program, and follow-up action taken or proposed as a result)

## Use of Appendices

As noted above, when colleges are submitting appendices, such documents should be used judiciously, primarily to validate points made in the text of the interim or focused visit report. Unless specifically requested or necessary, documents do not need to be submitted in their entirety; in most cases, the applicable section(s) will suffice. If an appendix contains critical information for ACPE's evaluation of ongoing compliance with Quality Criteria, such as details of a new initiative in a strategic plan, that information should be included in the text of the report. **The text of the report itself should constitute the main component of the college response and the primary basis for ACPE's analysis and evaluation.** When reference is made to a specific aspect of an appendix, the location of the information (e.g., page number, table number) should be clearly stated.

## Administrative Changes since the last Evaluation Visit

**In addition to the items specifically requested by ACPE,** please **LIST** (include name, position, and effective date) any administrative changes that are relevant to the professional degree program that have been made at the college or university since the last evaluation visit or interim report. Commentary on these changes (e.g., the impact on the program and any action taken or proposed by the college) is not specifically required by ACPE at the time of the submission of the report, but may be subsequently requested if deemed necessary. If the college elects to provide a commentary on any change, details should be **brief**. Examples of administrative positions for which changes should be reported include:

- At the university level: president, chancellor, provost, rector, or equivalent positions
- At the college level: deans, vice deans, department chairs, divisional directors, experiential coordinator

## **Inclusion of Additional Information in the Interim or Focused Visit Report**

It is ACPE's expectation that the college will continue to address all the issues raised by the last evaluation team and documented in the Evaluation Team Report, even if the college is not subsequently specifically requested to submit an interim report or focused visit report on the issue(s). When submitting an interim report or focused visit report, however, the college should provide an update on any significant changes at the program that impact potential compliance with the Quality Criteria.

Furthermore, the college may wish to proactively report to ACPE notable new developments or enhancements at the college or in the program. Likewise, this "voluntary" reporting should be a "brief description."

## **Format of the Interim or Focused Visit Report**

ACPE requires the Interim or Focused Visit Report to be submitted electronically as a **single PDF**. Ideally, the electronic version should be submitted by email as an attachment(s).

Should programs choose to submit a hard copy, ACPE requests that any printed copies be submitted in an **unbound format** - not spiral bound, not in a binder/file; binder clips are preferable. This request is intended to save the college the time and expense of specialized binding, and to facilitate handling and distribution of reports by ACPE staff.

## **Standardized Tables**

To facilitate evaluation, ACPE may request that certain data be submitted in a standardized format using an ACPE-designed template (e.g., Faculty Addendum (listing of all academic staff with credentials and other data)). These forms may be requested by sending an email to [international@acpe-accredit.org](mailto:international@acpe-accredit.org).

## **Submission Deadline**

This is the last date by which the Interim or Focused Visit report should be received at ACPE's office. As the members of the ACPE staff usually have to review a high number of interim reports per cycle, **submission by the due date is essential**; the due date is specified in the A&R or IRAD sent by ACPE to the college.

## **Questions?**

*Questions relating to your report can be emailed to [international@acpe-accredit.org](mailto:international@acpe-accredit.org). Your question will then be referred to the appropriate member of the ACPE staff. You can also call the ACPE office at +1 (312) 664-3575.*