



Organizing the *Brief**

Within the TEAC system there is always considerable latitude in how the program faculty will make its case and what kinds of quantitative and/or qualitative evidence it will bring forth to support the case that it has fulfilled the requirements of TEAC's system of accreditation.

Most program faculty chooses to organize the *Brief* as a research article or monograph.

Recommended article or monograph format

1. Program overview
2. Claims and rationale for the assessments
3. Method of assessing
4. Results
5. Discussion of results
6. References
7. Appendices
 - A. Internal audit of quality control system
 - B. Capacity for quality
 - C. Qualifications of the program faculty
 - D. Program requirements
 - E. Inventory: disclosure of available measures used or declined
 - F. Local assessment instruments
 - G. Status of program options accredited by other recognized accreditors

Alternate approaches

As long as the *Brief* addresses all the elements, components, and subcomponents of the TEAC system (1.1-3.2.6), a program may take any approach that allows the faculty to best make its case. Some possible forms that may suite the faculty members are:

1. An essay with sections corresponding to each of TEAC's quality principles and standards (1.1-3.2.6);
2. A comprehensive internal audit report that probes all dimensions of the TEAC quality principles (1.1-3.2.6);
3. A full account of each numbered element, component, and subcomponent of the TEAC system (1.1-3.2.6);
4. A qualitative case study about their students' accomplishments with regard to the quality principles and the program's role in fostering them, controlling, and monitoring quality.
5. A state or other report that aligns with each of TEAC's requirements (1.1-3.2.6)

Each of these forms would be audited for accuracy and evaluated by the same processes as the recommended monograph format.

TEAC believes that however the *Brief* is organized, writing the *Brief* should serve the program's needs apart from TEAC accreditation.