



New England Commission of Higher Education
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Supportive Materials for the Team Workroom

The institution is asked to make available a workroom for the evaluation team while it is on campus. Apart from providing a convenient and comfortable place to work and consult with other team members, it should contain documents which will assist the evaluators in understanding the institution by in effect supplementing the self-study report.

Institutions are encouraged to provide supporting documents electronically to the team prior to the campus visit, if possible, either on a flash drive or through secure access to an online site. Teams find it useful to have early access to this “electronic workroom” in order to use their time on campus more effectively.

A list of sample workroom documents is available on the Commission’s website. In addition to those materials listed, all the documents referred to in the self-study should be in the workroom. Moreover, some institutions may have special reports, studies, or other relevant materials, not listed here, which should be included for the evaluation team. Institutions are asked to use their own discretion in determining which additional materials should be made available guided by the question: Would the visiting team's overall grasp and appreciation of the institution be enhanced through the availability of this document?

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