



Commission of Institutional for Mediation and Arbitration Training

Guidelines for Preparing Progress Reports

Occasionally, institutions are required to submit progress reports on subjects where the Commission has expressed a concern or need for further information. The following guidelines will help institutions prepare these reports. Commission staff is available to answer questions or provide assistance in applying the guidelines to institutional situations. Institutions are encouraged to submit a rough draft for staff review and feedback.

Format and Content

1. Cover Page. Include the institution's name, location, the date, and a brief statement of the subject(s) of the report.
2. Introduction. Indicate the purpose, focus, and limitations (if any) of the report, with specific citation of the Commission's requirements, and the processes by which the report was developed.
3. Institutional Overview. Describe the institution briefly. Provide enough information so that a reader unfamiliar with the institution will have a basic understanding of its nature and scope. Include any significant recent developments or future plans of which the Commission should be aware.
4. Areas of Focus. Discuss each area with enough relevant background to place the matter in context. Include efforts to address the specified concerns, a description of the current situation, and plans for the future. Be as explicit and precise as the nature of the materials permits. Length of the report will depend on the number of topics to be addressed. Brevity is desirable, but each subject should be discussed fully enough to enable readers to assess the situation at the institution. Include evidence for all assertions and analyze all figures provided.
5. Appendix. Include here only those institutional documents that provide greater understanding or support for the topic(s) of concern in the report. In cases where finance and enrollment are a concern, include F&E Data Forms to support the narrative content of the report. The forms are available on the Commission website via a Quick Link on the homepage called "Institutional Data Forms."

Submission of the Report

An electronic copy (single, searchable pdf) of the report and four (4) paper copies should be submitted to the Commission office by the required date. The report should be single-spaced, printed on both sides of the paper, and stapled, not bound. Following Commission review, the institution will be notified of action taken on the report.