





**Findings of Non-Compliance**

- Provide specific description detailing the deficiency as it relates to the criterion
- Underscore the need for well-thought out, well-written language
- Provides the Institution with a clearer, more concise report to which they can respond
- Are most often not a repeat of the criterion...be specific about the deficiency
- Simplifies the review process for the COE staff and Commission

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**Multi-Part FNC**

- Examples Found In: Advisory Committee Meetings (Standard 2), Written Plans (Standards 4, 5, 10)
- If "NO" applies to all parts of the criteria, write one FNC, repeating language of the criteria.

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**Multi-Part FNC Example**

- If "NO" does not apply to all parts of the criterion, specify in the FNC the component(s) in the criterion that is/are unmet.

"The teams finds the Welding program has an Occupational Advisory Committee, however, documentation **does not** reflect that it (1)has met twice annually and (2) that it follows an agenda and keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member."

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**• Multi-part FNCs Example**

- If a program requires a FNC, list the program and the location(s) where the violation occurs:
- “The team finds that potentially harmful waste products from the Heating, Ventilation and Air Conditioning program and the Automotive Technology program were stored in open containers in the instructors’ offices at both the Richmond and the Mill Creek campuses.”

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**Multi-Part Criteria: If the institution does not have an organized and functional Institutional Advisory Committee**

**Write a FNC that includes criteria #5-11.**

**The software will automatically generate an N/A response to criteria #5-11**

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**Tightening up the FNC Language**

- o Remember, Spell Check and Grammar Check are our friends
- o Use the term “documentation”, not “evidence” in the FNC
- o Avoid language that can appear to be subjective:

**Example:**  
 “The team finds that the institution took *appropriate/inappropriate* steps in evaluating its media services plan.”

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**....Just a Little Tighter**

- Be consistent in the use of verb tense throughout the team report  
     "The team finds..." OR "The team found..."
- Write FNCs using an active, not a passive voice
  - Passive: "The team finds that a catalog or other on-line publications were not created by the institution..."
  - Active: "The team finds that the institution did not create a catalog and/or other on-line publications..."

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**Writing Suggestions**

- Identify possible improvements:
  - ✓ in an educational program
  - ✓ in the operation of some part of the institution
  - ✓ may address a questionable activity
- Are not a clear violation of a standard or condition, but reflect an area of concern for the team
- Institutions may respond to a suggestion, but are not required to do so

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**Suggestions**

- Team must write a finding (not a FNC) along with the suggestion
- Apply the same language rules as FNCs
- "The team suggests....."
- Be careful that the suggestion is not a FNC, and that it does qualify as a suggestion and does not reflect a personal preference

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## Commendations

- Like Findings of Non-Compliance and Suggestions, Commendations should never name individuals
- “The team commends....”
- Teams should feel free to commend schools that exhibit exceptional activities

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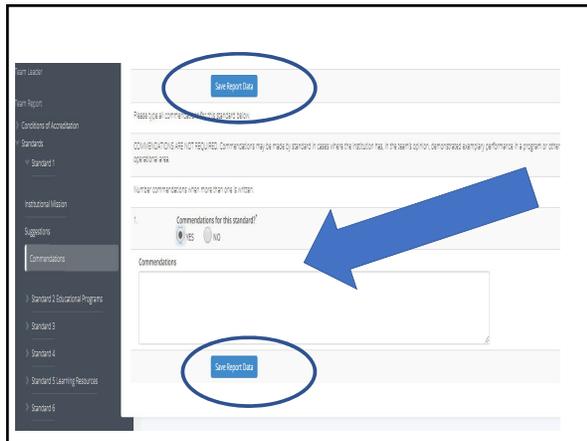
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## Commendation Example

- “The team commends the institution for its partnership with the business, industry and manufacturing community in providing state-of-the-art equipment in their Welding laboratory at minimal cost to the institution.”
- “The team commends the administration, faculty and staff for creating and maintaining an outstanding culture and climate through its commitment to both academic and life skills education for all students.”

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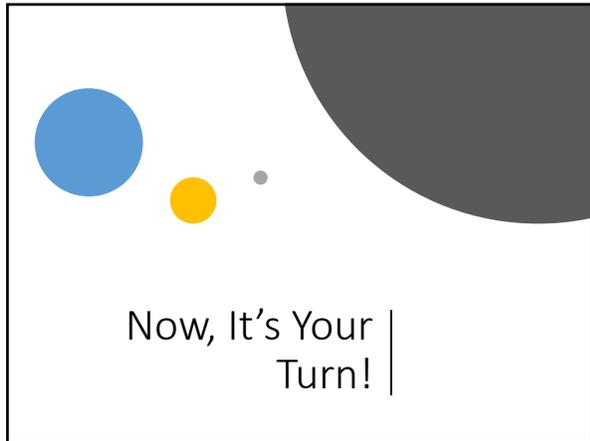
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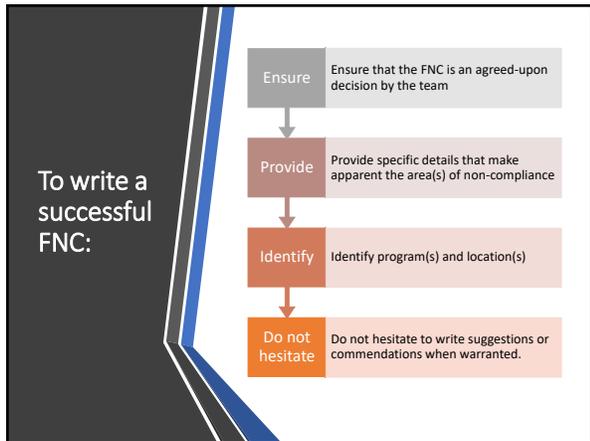
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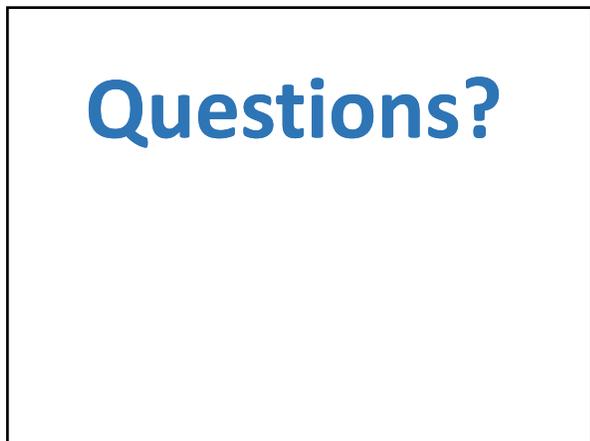
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**Thank You!**

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