

Annual Report Presentation Pointers

The following are some pointers for reviewers who are responsible for presenting an annual report of an accredited/candidate ND program at a Council meeting:

- There are two primary purposes for the annual report review: (i) to determine whether a program may be out of compliance with a CNME accreditation standard or policy—or possibly moving in that direction (e.g., there is a problematic level of staff or faculty turnover; the institution is experiencing financial hardship); and (ii) to determine whether a program is making reasonable progress in addressing the current outstanding recommendations/areas of interest from the last site visit, and whether any current recommendations/areas of interest should be removed or revised based on documentation and information demonstrating that they have been satisfactorily addressed. (Note that programs generally have two years in which to address a recommendation; after that time, the procedural requirements contained in CNME’s Policy on Enforcement of Standards kick in.)
- In general, the presentation should be brief: about 2 to 5 minutes. A reviewer does not need to present in detail all the changes that have taken place during the previous year or all of the program’s efforts to address recommendations. Rather, the reviewer should state generally whether there seem to be any compliance issues with standards/policies and whether the program is making reasonable progress in addressing outstanding recommendations/areas of interest or has satisfactorily addressed any of them (in which case, the Board may vote to remove). In addition, the presenter may highlight anything significant, interesting or outstanding that has happened during the past year. If there seem to be major compliance issues or something else that seems problematic, this should be presented with specificity and the Board may need to discuss the matter. On occasion, the Board may require a focused report or even a focused visit if there appear to be major issues raised by the report. Minor changes or problems do not need to be reported on, and generally the reviewer should not second-guess the program’s decisions/changes if no compliance issues are involved—though he or she may feel free to offer some advice.
- If a report is incomplete—or if there may be a compliance issue, but there’s not enough information in the report to make a determination—the reviewer should contact the CNME executive director prior to the Council meeting regarding the deficiency to discuss the situation and determine whether additional information should be requested prior to the meeting. If it seems helpful or necessary, the Council can ask a program representative to be available by phone during the meeting to answer questions.
- Lead reviewers are also required to email to the executive director a brief written report on the annual report review form provided noting (i) whether the program appears to be making progress in addressing outstanding recommendations/areas of interest, (ii) whether, in the opinion of the review team, any outstanding recommendations/areas of interest should be removed or modified, and (iii) whether there are any new areas that are problematic from a compliance standpoint that may require Council action.