

TIPS: COMMENDATIONS AND RECOMMENDATIONS

- Avoid jargon; use full names of courses/programs, few abbreviations. Be consistent in terms, e.g., faculty, administration.
- Verify the facts before writing either a commendation or recommendation.
- Document each commendation and recommendation with at least two of the following references and others as appropriate. Suggested order:
 - School Report, pp...
 - Conference with "whom" (not individuals but groups, i.e., administration, faculty, staff, English department, math department, classified staff, students, parents)
 - Observation of "what"
 - Other possible references: WASC criteria, other criteria used by the school in the self-study, school publications, courses of study, etc.
- When writing recommendations: Avoid the use of "continue to" and verbs such as "consider, study explore," etc.
- Seek quality not quantity of recommendations. A question Visiting Committee members should ask themselves: Would the implementation of an effective solution to this recommendation enhance student learning and improve the quality of the educational programs of the school?
- Reference (using an asterisk or other notation) the commendations and recommendations that support the major commendations and recommendations.

SUGGESTED WORDS FOR COMMENDATIONS AND RECOMMENDATIONS

accelerate	broaden the scope
accept	build
achieve	
acquire	calculate
add	choose
adhere	clarify
adjust	collect
administer	communicate
adapt	compare
adopt	compose
agree	concentrate
align	concern
alleviate	conduct
allocate	construct
allows	contrast
analyze	coordinate
analyze the potential impact	correlate
apply	create
appraise	
arrange	define
articulate	demonstrate
assess	describe
assign	design
allocation	develop
assume responsibility	diagram
assume leadership role	differentiate
	discuss
begin	distinguish

Over

emphasize
employ
encourage
ensure
equip
establish
estimate
evaluate
examine
exercise
expand
express

focus
form
formulate
foster
fulfill

give

implement
incorporate
increase
inform
initiate
inquire
install
institute
insure
integrate
investigate
involve

mainstream
maintain
manage
measure
meet
minimize

participate
plan
place emphasis
prepare
present
practice
probe
progress
promote
promote and support
propose

protect
provide resources
provide leadership

questions

rate
recognize
record
redesign
reexamine
reevaluate
reinstate
relate
relocate
report
restate
retain
replace or repair
require
restructure
revise
revise the sequence
reveal
review
review procedures
review the number and quality

schedule
secure
seek means
seek new resources
seek ways
set direction
share
stress
support
synthesize

take
test
translate
try

use
update
upgrade

work
work toward
work toward developing