

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	protect
employ	provide resources
encourage	provide leadership
ensure	
equip	questions
establish	
estimate	rate
evaluate	recognize
examine	record
exercise	redesign
expand	reexamine
express	reevaluate
	reinstate
focus	relate
form	relocate
formulate	report
foster	restate
fulfill	retain
	replace or repair
give	require
	restructure
implement	revise
incorporate	revise the sequence
increase	reveal
inform	review
initiate	review procedures
inquire	review the number and quality
install	
institute	schedule
insure	secure
integrate	seek means
investigate	seek new resources
involve	seek ways
	set direction
mainstream	share
maintain	stress
manage	support
measure	synthesize
meet	
minimize	take
	test
participate	translate
plan	try
place emphasis	
prepare	use
present	update
practice	upgrade
probe	
progress	work
promote	work toward
promote and support	work toward developing
propose	