

## TIPS: COMMENDATIONS & 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:
  - Will the action plan steps enhance student learning?
  - 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	begin
accept	broaden the scope
achieve	build
acquire	
add	calculate
adhere	choose
adjust	clarify
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
	distinguish

emphasize	provide
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
install	and quality
institute	
insure	schedule
integrate	secure
investigate	seek means
involve	seek new resources
	seek ways
mainstream	set direction
maintain	share
manage	stress
measure	support
meet	synthesize
minimize	
	take
participate	test
plan	translate
place emphasis	try
prepare	
present	use
practice	update
probe	upgrade
progress	
promote	work
promote and support	work toward
propose	work toward developing