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

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

© 2013 ACS WASC
ACS WASC/ACTS
Revised 4/13
emphasize  emphasize
employ  employ
encourage  encourage
ensure  ensure
equip  equip
establish  establish
estimate  estimate
evaluate  evaluate
examine  examine
exercise  exercise
expand  expand
express  express
focus  focus
form  form
formulate  formulate
foster  foster
fulfill  fulfill
give  give
implement  implement
incorporate  incorporate
increase  increase
inform  inform
initiate  initiate
inquire  inquire
install  install
institute  institute
insure  insure
integrate  integrate
investigate  investigate
involve  involve
mainstream  mainstream
maintain  maintain
manage  manage
measure  measure
meet  meet
minimize  minimize
participate  participate
plan  plan
place emphasis  place emphasis
prepare  prepare
present  present
practice  practice
probe  probe
progress  progress
promote  promote
promote and support  promote and support
propose  propose

protect  protect
provide resources  provide resources
provide leadership  provide leadership
questions  questions
rate  rate
recognize  recognize
record  record
redesign  redesign
reexamine  reexamine
reevaluate  reevaluate
reinstate  reinstate
relate  relate
relocate  relocate
report  report
restate  restate
retain  retain
replace or repair  replace or repair
require  require
restructure  restructure
revise  revise
revise the sequence  revise the sequence
reveal  reveal
review  review
review procedures  review procedures
review the number and quality  review the number and quality
schedule  schedule
secure  secure
seek means  seek means
seek new resources  seek new resources
seek ways  seek ways
set direction  set direction
share  share
stress  stress
support  support
synthesize  synthesize
take  take
test  test
translate  translate
try  try
use  use
update  update
upgrade  upgrade
work  work
work toward  work toward
work toward developing  work toward developing
work toward developing  work toward developing