

## 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