

## II.7 Organization and format of the Self-Study

The Self-Study should be organized as follows:

- x Title page Self-Study, institution name, department and school name, name of the degree program being considered for accreditation, name of the degree that appears on the diploma, and date of submission of document
- x Required basic information about the program and its context (See section II.7.1)
- x Table of contents;
- x Glossary of terminology and abbreviations;
- x List of tables and figures;
- x Index of appendices; include document titles and file names;
- x Concise explanation and supporting evidence of compliance with each of the standards in order (see section II.7.2, II.7.3, and II.7.4);
- x Synthesis and overview (see section II.7.5)

### II.7.1 Required information

One copy of the Declaration form signed by the chief academic officer (CAO) of the institution and the CAO of the master's program in library and information studies must be submitted to the Office for Accreditation along with the Self-Study. The Office sends the Declaration form to the Program Head upon receipt of the draft Self-Study.

List the following on a single page and place it immediately following the title page

- x The full name of the unit organized and maintained by the institution for the purpose of graduate education in library and information studies. This unit is referred to in the Introduction to the Standards as the "school of library and information studies";
- x The name and a brief description of the degree program(s) presented for accreditation by the COA;
- x The name and current title of the dean of the school, and, if applicable, the chair of the LIS program;
- x The full name of the institution, with names and titles of the chief executive officer (CEO) and the CAO, including the institutional administrator to whom the dean of the school reports;
- x The name of the regional accrediting agency that accredits the institution;
- x The current status of the institution with regard to regional accreditation;
- x The title and version of the Standards addressed in the Self-Study (i.e., Standards for Accreditation of Master's Programs in Library and Information Studies, 2015).

### II.7.2 Addressing the *Standards for Accreditation*

The Standards recognize and foster the individuality of institutions, schools, and programs and the many ways to identify programmatic excellence in library and information studies. At the same time, the Standards identify the indispensable components of library and information studies programs (Standards Introduction). Thus, every Self-Study must address the common characteristics of LIS programs as described in the Standards in light of the mission, goals, and objectives of the institution, school, and program.

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The COA requires that the Study address compliance with each standard and its elements in order. The COA does not, however, require that all studies be alike. The document must be concise yet complete and include narrative statements that are supported by clearly identifiable evidence and data.

Because individuals who are not completely familiar with the program, school, and institution will evaluate the program, the document should present information in such a manner so that

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- x Descriptions of technology resources: support services, computer labs and equipment, faculty and staff computing equipment, network resources
- x Information on technology support for distance education students and faculty
- x Description of institutional facilities available to faculty, students, and staff
- x Descriptions o2019