

**NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN
11250 ROGER BACON DRIVE, SUITE 21
RESTON, VIRGINIA 20190-5248**

**PROCEDURES FOR SUBMITTING AN OPTIONAL RESPONSE
TO THE NASAD VISITORS' REPORT**

NUMBER OF COPIES

The Optional Response should be submitted in **three (3)** hard and complete copies, as well as in digital format using a USB Flash Drive. Please mail the hard copies and the USB Flash Drive to the NASAD National Office at the address above. Optional Responses must be submitted in hard copy and digital format. Supportive materials/documentation may be submitted in digital format only.

PLEASE NOTE: NASAD is not able to accept submissions presented using a cloud service (i.e., Google, Box, etc.). Copies of files should be provided using a USB Flash Drive.

PLEASE NOTE: NASAD is currently designing an electronic submission process which will replace the need for hardcopy submissions.

DEADLINES

Copies of requisite materials must reach the NASAD National Office no later than:

March 15 for consideration at the April meeting of the Commission on Accreditation.

September 15 for consideration at the October meeting of the Commission on Accreditation.

FORMAT OF HARD COPY MATERIALS

- (1) Provide a cover sheet with the following information:
 - (a) Name and address of institution
 - (b) President's name
 - (c) Art/design executive's name and title
 - (d) Date of visit
- (2) Use only standard 8½" x 11" (letter-size) paper.
- (3) Materials should be punched to fit a standard three-ring notebook (i.e., centers of holes should measure 1¼", 5½", and 9¾" from the bottom of the page).
- (4) Number each page of the Optional Response sequentially and in plain view.
- (5) Non-standard size materials (e.g., transcripts, programs, etc.) should be enclosed in labeled, unsealed, manila envelopes. Please include any supporting materials (e.g., handbook, promotional materials), including oversized or undersized items in a separate reclosable envelope labeled with the institution's name and the envelope's general contents.
- (6) Bind each copy of the Optional Response by placing a paper clip or binder clip in the upper left-hand corner.

PROCEDURE FOR THE OPTIONAL RESPONSE

The institution is asked to divide the Optional Response according to the sections found in the Visitors' Report. Within each section, the institution is asked to copy the statement from the Visitors' Report that the institution wishes to respond to citing the page and paragraph number where the statement is found. Directly below this, the institution is asked to include the words "Institution's Reply," and below that, the institution's comment(s) as they pertain to 1) correction of errors of fact, 2) correction of conclusions

based on such errors, and/or 3) documented changes made in the program since the on-site visit. Documentation should be provided to support the institution's narrative.

Institutions are asked to begin with and respond to all items in Section P. Standards Summary, and thereafter to return to Section A. and proceed through the entire Visitors' Report. Items that are included in both the Standards Summary (Section P.) and the body of the Visitors' Report (Sections A. through Q., absent P.) should be discussed only once and only within Section P.

Example:

Section P.: Standards Summary

1. Facilities, Equipment, Technology, Health, and Safety (Page 15, paragraph 4)
“The institution largest lecture hall can seat no more than 100 persons and therefore, it is not clear that “... facilities [are] provided: ...auditoriums for concerts...” (see NASAD *Handbook*, Standards for Accreditation II.F.1.a.–b.).

Institution's Reply:

The (name of institution) has access to several additional spaces for lectures. These spaces are described below, including the equipment available in each, as well as the number of classes held there during the past academic year.

- (1) Lewis Hall—a hall in the Student Union seating 450, contains a podium and slide projector. Three different classes met there during the past academic year.
- (2) Moreau Hall—etc.

Section A.: Purposes of the Institution and Art/Design Unit

Institution's Reply: ...

Section B.: Size and Scope

Institution's Reply: ...

PLEASE NOTE: Institutions are reminded to address issue found in Section P. at the beginning of the Optional Response.

PLEASE NOTE: Institutions are asked to provide original content describing and documenting institutional considerations, discussions, and decisions made as may be related to the items cited in the Visitors' Report.

CONTENT OF THE OPTIONAL RESPONSE

The **Optional Response** to the NASAD Visitors' Report is intended to provide to application institutions having just hosted an on-site team of evaluators and upon receiving a Visitors' Report, and as noted above, provides an opportunity to: 1) correct of errors of fact, 2) correct conclusions based on such errors, and/or 3) document changes made in the program since the on-site visit.

Institutions preparing an Optional Response are strongly encouraged to address any standards issues identified in the Visitors' Report, Section P. Standards Summary and in any other sections of the Visitors' Report. Please note that only issues questioning an institution's compliance with applicable standards are included in Section P., and as well, that replies to points included in Section Q. Overview, Summary Assessment, and Recommendations for the Program are not a substitute for replies to items in Section P. The current NASAD *Handbook* contains all standards texts serving as reference points for Optional Responses and Commission review. If an issue is mentioned multiple

times in the Visitors' Report, it may be discussed a first and single time in the Optional Response and thereafter referenced.

PLEASE NOTE: Although optional, it is highly recommended that an institution craft and provide an Optional Response.

If you have questions, we encourage you to contact the NASAD National Office:

Telephone: (703) 437-0700

Facsimile: (703) 437-6312

Website: <http://nasad.arts-accredit.org>

Email: info@arts-accredit.org