

Correction of Errors of Fact

Before the external review team finalizes their team report, they will send the draft team report to your program and the office of Institutional Research and Effectiveness (IRE). You will have approximately two weeks to send suggested corrections to the team and IRE.

The purpose of this step in the process is to correct inaccurate information such as dates, position titles, statistical numbers, names of personnel, committees and organization, etc. The external review team has final authority on whether to incorporate the suggestions.

When you submit corrections of fact please list page numbers and section, the error, and the corrected information.

Example

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| Page#; sections | Error  | Correction  |
| P. 63rd paragraph | Count of part time and full time students is incorrect.   | Full time should be 9,071 and part time should be 18,033. |
| P.9 2nd paragraph | “Work of the Diversity Committee has just begun tis work.” | The Diversity Committee has been active at this college for many years.  |
| P.201st paragraph | “associate vice chancellor positions” | There is only one position, and the title is “Vice Chancellor of Human Resources.” |