**Working Group Report Template**

Each working group report should be approximately 10-15 pages in length and include each of the sections identified below. **In addition, the report should respond to each of the priorities-based research questions provided to the working group.** The report should also include an appendix of any data and/or reports used to demonstrate compliance with the MSCHE Standards.

**Executive Summary**

**Introduction**

*Provide a brief description of the institutional priority evaluated by the working group and a summary of the findings.*

**Method**

*Describe the process used by the working group to evaluate compliance with the MSCHE standards and the evidence used to support the working group’s conclusions.*

**Analysis**

*Does SU meet the MSCHE standards associated with this priority?*

**Strengths**

*What are the strengths of the institution as they relate to this priority? Which MSCHE standard(s) and criteria do these strengths relate to most?*

**Opportunities for Improvement**

*Where does the institution have opportunities to better support this priority? What are the institutional weaknesses? Which MSCHE standard(s) and criteria do these weaknesses relate to most?*

**Recommendations**

*What are the major recommendations from the working group as they relate to best supporting this institutional priority?*

**Appendix**

*Provide data and documents used to support the working group’s recommendations and to demonstrate compliance with each criterion of the MSCHE standards associated with supporting this institutional priority.*