Part II: Preparatory Review–Institutional Capacity

1. Introduction

This section contains the material stipulated in the *Handbook of Accreditation*, page 42:

1. Introduction

2. Institutional Portfolio
   a. Basic Descriptive Data.
   b. Prescribed Exhibits
      All of the exhibits prescribed in Appendix I are included.
   b.1. Additional elements specified in the *Handbook*.
      Almost all of the data portfolio exhibits are posted on the web; this section merely provides links to the appropriate web pages to access the required material in the Institutional Portfolio.
   c. Supplemental Exhibits
      We have included a number of supplemental exhibits which support our three thematic essays Item 2 of Part III, Educational Effectiveness.

3. Reflective Essay
   This essay, organized according to Appendix I, provides an introduction to the data elements as well as a guide to their use. Most of the elements are used either to produce reports for the Office of the Chancellor and other external agencies or are employed internally in making scheduling, admissions, and financial decisions. Thus, the essay summarizes this Section of our Self-Study.

4. Institutional Response to Previous Concerns
   Our Fourth Year Report, submitted in 1994, responded to the recommendations of the 1992 Visiting Team as detailed on pages 62-63 of their Report. Many of our responses were mentioned in the Letter written by Stephen Weiner on April 3, 1996. A concordance is provided to guide the reader to those responses.