



New Ideas for Successful Accreditation:
A Comparison of Standards From Regional Accrediting Bodies

Workroom Materials Checklist	
Agenda	Staples
Institutional Summary Form	Paper clips
Signed Compliance Certification form	Binder clips
Original compliance report	Scissors
Focused report	Tape dispenser
Financial report	Shredder (cross-cut)
Assessment reports	Printer
Flash drives with portal documentation	New flash drives
Catalogs	File folders
Faculty/Staff Directory	Accordion folders
Campus map	Calendar
Pens (blue, black, red)	Laptops
Pencils (mechanical)	Mouse pads
Highlighters (yellow)	Surge protectors
Sharpie markers	Scanner
Notepads (letter size)	Phone
Post-it notes	Printer paper
Stapler	Toner cartridge
Staple remover	