

Consejo Nacional de Acreditación en Informática y Computación, A. C.

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Technical Commission's Report

Includes the information analysis result, comments, observations and recommendations of the evaluators.

Document based on the Criteria for the Accreditation of Informatics and Computing Programs

- HIGHER EDUCATION - (Bachelor's degree)

EDUCATIONAL INSTITUTION

CAMPUS

PROGRAM NAME

PROFILE

TECHNICAL COMMISSION

GROUP LEADER:

EVALUATOR:

EVALUATOR:

DATE OF VISIT

Last Version: 2021.

Porfirio Díaz No. 140 Poniente, Col. Nochebuena, Deleg. Benito Juárez, C.P. 03740 México, D.F.;
fax (55) 56112133; ☎ (55) 56157489; ✉ conaic2007@gmail.com; conaic_@hotmail.com

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DIRECTIONS:

This document is designed to facilitate both the summary of the observations of each evaluator, and the process of reaching consensus on their results.

This report has 4 columns, to answer:

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
2.2	Admission. It is necessary to know the characteristics of the new students to send them to support programs, in order to prevent risk situations (failure and drop-out).	E	B	B	E

Assessment given by evaluator (1), expressed with the corresponding letter
E = Excellent; B = Good; R = Fair; M = Poor

Assessment given by evaluator (2), expressed with the corresponding letter
E = Excellent; B = Good; R = Fair; M = Poor

Assessment given by evaluator (3), expressed with the corresponding letter
E = Excellent; B = Good; R = Fair; M = Poor

Final assessment, agreed by the consensus of the 3 evaluators

In such a way that each one of the evaluators, will include his/her evaluation and, in the last column (Ev), he/she will settle the agreed assessment of each criterion.

It is very important to justify the evaluation that is given to each criterion, as this will be the basis for the observations and recommendations. That is why in the justification, within each criteria the sub-criteria are listed, and in those sections it is required to justify the evaluation issued, and agreed upon by the evaluators, whether an Excellent, Good, Fair, or Poor evaluation, **there must be a justification.**

At the end of each evaluation category, you will find a space (it can be expanded as much as required) to write recommendations and observations, which we remind you that must be very clear and explicit, because these are the cornerstone for the Accreditation Commission to issue its opinion, which will be vital for the institution, to determine the continuous improvement plan that the academic program will carry out in order to fulfill its commitment to quality. For this reason, evaluators shall issue a recommendation, when the criterion justification clearly specifies that they do not fulfill it, partially or completely.

Example:

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
1.1	To have a regulated procedure for the recruitment of academic staff, which involves the evaluation of their knowledge, experience and ability to exercise teaching (process to identify and attract qualified candidates to fill the vacancies).	B	B	B	B
	Justify your evaluation: 1.1.1 The Program has a regulated procedure for the recruitment of definite academic staff, both subject-course and full-time. As for the interim professors, they do so by invitation; there is not a call for the recruitment, but there is a procedure to evaluate them.				
...	...				
...	...				

...

Recommendations for the Institution:

1.1.1 It is recommended that for any type of recruitment, either for interim professor, definite positions, by subject, and PTC (full-time professors), a call is always published to make the process more transparent.

...

Sincerely
Accreditation Commission

1 Academic Staff¹

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
1.1	Recruitment. <i>To have a regulated procedure for the recruitment of academic staff, which involves the evaluation of their knowledge, experience and ability to exercise teaching (process to identify and attract qualified candidates to fill the vacancies).</i> Justify your evaluation: 1.1.1				
1.2	Selection. <i>To have a regulated procedure for the admission of academic staff, which involves the evaluation of their knowledge, experience and ability to exercise teaching (process to identify and attract qualified candidates to fill the vacancies).</i> Justify your evaluation: 1.2.1				
1.3	Hiring. <i>To have a regulated procedure for hiring academic staff, which involves the evaluation of their knowledge, experience and ability to exercise teaching (in accordance with the future work relationships law) and in order to follow up criterion 1.1.1.</i> Justify your evaluation: 1.3.1				
1.4	Development. <i>To have a continuing academic improvement plan in which plans for the full-time academic staff that does not have a postgraduate to obtain it are implemented. The plan must be approved by the maximum personal or collegiate authority in the institution.</i> Justify your evaluation: 1.4.1 1.4.2 1.4.3				
1.5	Categorization and level of studies. <i>At least 50% of the professors that integrate the teaching staff must have an academic profile that corresponds to the area of knowledge to which they are assigned.</i> Justify your evaluation: 1.5.1 1.5.2 1.5.3 1.5.4 1.5.5 1.5.6 1.5.7 1.5.8 1.5.9				

¹ **Academic Staff** Personnel performing teaching and research functions, as well as cultural dissemination and outreach. Indistinct for face-to-face, mixed learning and e-learning.

1.6	<p>Distribution of the academic load full-time professors. <i>Each full-time professor must be assigned to a maximum of 16 hours a week of class in front of a group. The rest should be distributed in some of the following activities:</i></p> <ul style="list-style-type: none"> ➤ Attention to Students (counseling, tutoring, thesis direction). ➤ Class preparation, educational materials preparation, homework revision, and correction of tests ➤ Academic update and improvement ➤ Research and/or technological development ➤ Institutional Participation ➤ Engagement with the productive and service sectors ➤ Development of articles for magazines ➤ Development of textbooks <p>Justify your evaluation: 1.6.1 1.6.2</p>				
1.7	<p>Evaluation. <i>Feedback mechanisms that allow, from evaluations of the students about the teaching performance of their teachers, carry out actions aimed at improving the teaching-learning process must be implemented.</i></p> <p>Justify your evaluation: 1.7.1 1.7.2 1.7.3 1.7.4</p>				
1.8	<p>Promotion. <i>Promotion mechanisms should be public domain.</i></p> <p>Justify your evaluation: 1.8</p>				
1.9	<p>International mobility of teachers..</p> <p>Justify your evaluation: 1.9.1 1.9.2</p>				
A	<p>Specific criteria of academic staff on ICT programs. <i>The following criteria are intended to complement the academic staff assessment of the category, verifying the conditions and characteristics of human resources dedicated to support the tasks related to the teaching-learning process of the ICT program.</i></p>				
A.1	<p><i>Wage and social security benefits level of full-time academic staff, as well as their increments and promotions, must be such as to allow a dignified life, and at the same time make their dedication to academic career attractive. In addition, the fees of part-time teachers must be attractive for this type of activity.</i></p> <p>Justify your evaluation: A.1</p>				
A.2	<p><i>In order to promote the interaction of the program academic staff with the productive sector, procedures must exist that regulate such interaction, as well as admissions and external stimuli that teachers can obtain as a result of this relationship.</i></p>				

	Justify your evaluation: A.2								
A.3	The program full-time professors should produce teaching and outreach materials, and/or text books.								
	Justify your evaluation: A.3								
A.4	The program must have at least one strategy, so that every teacher participating in it knows the relationship, importance and focus of each and every subject that make it up (curricula), in order to give the proper orientation to each subject they teach.								
	Justify your evaluation: A.4								
A.5	The program must have at least one strategy, to promote that all teachers that study a graduate course are in touch with the needs of the educational program, the development of academic bodies and research lines, so as to fix the academic gaps of the program.								
	Justify your evaluation: A.5								

E = Excellent; B = Good; R = Fair; M = Poor

	OVERALL ASSESSMENT OF CATEGORY 1								
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Recommendations for the Institution:

2 Students

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
2.1	Selection. <i>There needs to be clarity in the selection of candidates for the educational program, so there must be explicit admission criteria that indicate the minimum conditions that new students must satisfy in order to be admitted to the program.</i> Justify your evaluation: 2.1.1				
2.2	Admission (new students) <i>It is necessary to know the characteristics of the new students to send them to support programs, in order to prevent risk situations (failure and drop-out).</i> Justify your evaluation: 2.2.1 2.2.2 2.2.3 2.2.4 2.2.5 2.2.6 2.2.7 2.2.8				
2.3	School Career. <i>Students must have a plan for monitoring their performance during their stay in the study program, as well as receive feedback to improve it. (Proven trend of decreasing failure rates and dropout rates.)</i> Justify your evaluation: 2.3.1 2.3.2 2.3.3				
2.4	Group Size. <i>The size of the groups should not be in any case more than 60 students, and preferably there should be a maximum of 45 students. If this condition is not met, attention to students must be ensured.</i> Justify your evaluation: 2.4				
2.5	Degree <i>There must be one or several regulations of students, to consider the following aspects: Subject accreditation and evaluation mechanisms, rights and obligations of the student and degree mechanisms. Also the options to obtain the degree must be regulated, and there must be a procedure that ensures the quality of degree works. In the degree requirements, the score obtained in the TOEFL test or equivalent shall be at least 500 points or equivalent in other means of formal evaluation.</i> Justify your evaluation: 2.5.1 2.5.2 2.5.3 2.5.4				
2.6	School performance rates per generational cohort. <i>The dropout rate must show a decreasing trend, and there shall be reliable statistics to observe it. Never less than 20 % graduate efficiency.</i>				

E = Excellent; B = Good; R = Fair; M = Poor

[illegible]

3 Curriculum

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
3.1.	<p>Rationale. Official documentation must exist to support the program creation, retention and/or update. (The program must have studies that make it possible to evaluate the relevance of the curriculum according to the demands of society and the labor market, as well as scientific and technological progress) (frame of reference profiles ANIEI - CONAIC).</p> <p>Justify your evaluation: 3.1.1 3.1.2</p>				
3.2	<p>Admission and graduate profiles. There must be a definition and consistency of the overall objective of the program and the graduate profile, as well as consistency with developments in the specific knowledge area.</p> <p>Justify your evaluation: 3.2.1 3.2.2 3.2.3</p>				
3.3	<p>Permanence, graduate, and revalidation regulations. There must be regulations that clearly indicate the permanence, graduate, equivalence, and revalidation requirements of the academic program and whether it spreads among the student community.</p> <p>Justify your evaluation: 3.3.1</p>				
3.4	<p>Subject Programs. Calculation of 5 units of time⁵ dedicated to each knowledge area of the program should be possible, considering two classifications: One that is generic and includes 4 areas: 1) Informatics and Computing, 2) Mathematics and Basic Sciences, 3) Social Sciences, Humanities and 4) Other; and the other one, that is specific of the Informatics and Computing knowledge area, and that covers 8 areas: 1) Man-Machine Interaction, 2) Information Treatment, 3) Programming and Software Engineering, 4) Database Software, 5) Networks, 6) Computer Architecture, 7) Social Environment, and 8) Mathematics.</p> <p>Justify your evaluation: 3.4.1 3.4.2</p>				
3.5	<p>Contents Each subject program must contain the location within the curriculum, general objective, objectives for each section of the course, topics by section, practice (if any), basic bibliography, necessary resources, hours of use of computing infrastructure, evaluation form, hours of theory and/or practice and the equivalent in units, as well as desirable profile of the teacher (graduate degrees and experience in the field), for the purpose of validating responses 3.1 and 3.2</p> <p>Justify your evaluation: 3.5.1 3.5.2 3.5.3</p>				
3.6	<p>Curricular flexibility. Curriculum should be revised and updated, if applicable, at least every five years and there should be a formal procedure for its review and updating, in which collegiate bodies, external advisers, representatives of the productive sector, active graduates and recognized researchers must participate. There should also be a permanent curricular evaluation process.</p> <p>Justify your evaluation: 3.6</p>				

3.7	Evaluation and updating. <i>Curriculum should be periodically reviewed and updated, and official procedures should exist in order to perform this, which should indicate collegiate bodies, consultants, graduates and recognized researchers.</i> Justify your evaluation: 3.7.1 3.7.2 3.7.3 3.7.4				
3.8	Dissemination. <i>As a fundamental part of the teaching-learning process, updated programs of each and every subject that is part of the curriculum should be available for consultation by: teachers, students and general public.</i> Justify your evaluation: 3.8.1 3.8.2 3.8.3				
3.9	3.9 Justification of the Competencies. <i>The competences of the program to be evaluated should be analyzed, considering the competencies defined by ANIEI in its most updated version, justifying the profile A, B, C or D of the model through a matrix</i> Justify your evaluation: 3.9.1 3.9.2				

E = Excellent; B = Good; R = Fair; M = Poor

	OVERALL ASSESSMENT OF CATEGORY 3				
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Recommendations for the Institution:

4 Evaluation of Learning

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
4.1	<p>Continuous Assessment methodology. In this criterion the relevance of the evaluation method applied and the curriculum objectives must be assessed. In this sense, this criterion provides for a number of aspects that must be taken care of, among them: the use of computer during teaching-learning process must be included; in the courses which by their nature so require; there must be strategies to ensure the compliance of each subject curriculum; teaching methods different from the traditional ones must be included; the evaluation of student performance should be done through the combination of several mechanisms; feedback mechanisms to improve the teaching-learning process; teaching a foreign language must be considered, and there must be mechanisms for measuring the competencies of the students at the end of their school career according to their graduate profile.</p> <p>Justify your evaluation:</p> <p>4.1.1 4.1.2 4.1.3 4.1.4 4.1.5 4.1.6 4.1.7</p>				
4.2	<p>Incentives to academic performance. With the aim of improving the students' performance, every program must consider a scholarship program for economic support to students who show academic ability, in order to encourage them to devote as much time as possible to their studies. The program also must have at least an incentive and/or recognition system to acknowledge the academic development of students over the school period; both of these mechanisms must be effective and known by the academic community.</p> <p>Justify your evaluation:</p> <p>4.2.1 4.2.2</p>				
4.3	<p>Evaluation of graduation attributes. Describe the method of evaluating the graduation attributes with the corresponding evidence, to ensure their achievement</p> <p>Justify your evaluation:</p> <p>4.3.1</p>				

E = Excellent; B = Good; R = Fair; M = Poor

OVERALL ASSESSMENT OF CATEGORY 4				
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Recommendations for the Institution:

5 Comprehensive Education

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
5.1	Entrepreneurial Development. <i>There are strategies that promote an entrepreneurial attitude through the operation of entrepreneurial development programs, courses, workshops, business incubators or the like.</i> Justify your evaluation: 5.1.1				
5.2	Cultural Activities⁸. <i>The institution must have facilities for the promotion of cultural activities and a formal program for the development of these activities, involving students of the educational program.</i> Justify your evaluation: 5.2.1 5.2.2				
5.3	Sports activities⁹. <i>The institution must have facilities for the promotion of sports activities and a formal program for the development of these activities, involving students of the educational program.</i> Justify your evaluation: 5.3.1 5.3.2				
5.4	Career guidance. <i>The institution must have specific technological development programs in the discipline of the educational program, with the participation of teachers and students, as well as scientific and technological events that support the course curriculum and the appropriate integration of graduate students to the labor market.</i> Justify your evaluation: 5.4.1 5.4.2 5.4.3				
5.5	Counseling. <i>There is a counseling program for prevention of risk attitudes (addictions, violence, sexual education, among other aspects) or to support students when they apply for counseling, as an institutional program of vocational guidance and counseling.</i> Justify your evaluation: 5.5.1 5.5.2				
5.6	Medical services¹⁰. <i>There must be an appropriate place with drugs and materials required for first aid; these materials must be available for academic and administrative staff, and students.</i>				

⁸The Program should ensure cultural and sports activities through its own facilities, through an agreement, etc; it must describe such activities.

⁹ The Program should ensure cultural and sports activities through its own facilities, through an agreement, etc.; it must describe such activities.

¹⁰ In the case of face-to-face or mixed learning programs, medical services must be guaranteed through strategies set by the institution itself and should be described and evidence presented.

E = Excellent; B = Good; R = Fair; M = Poor

OVERALL ASSESSMENT OF CATEGORY 5

[illegible]

6 Learning Support Services.

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
6.1.	<p>Tutoring. <i>With the purpose of supporting students in their school careers, it is a good idea to offer support through academic counseling and tutoring to help them complete their studies. Measuring the impact of the tutoring program.</i></p> <p>Justify your evaluation: 6.1.1 6.1.2 6.1.3</p>				
6.2.	<p>Academic Advising. <i>The program must be in operation mechanisms and instruments to provide a permanent academic counseling to students. In this area, it is also necessary to assess the impact of consulting services for the decrease in failure rates.</i></p> <p>Justify your evaluation: 6.2.1 6.2.2</p>				
6.3.	<p>Library - Access to Information¹¹. <i>There must be appropriate library facilities, located as close as possible to those where the academic activities are performed, and with sufficient space to provide service, at the same time, to at least 10% of the students, as well as suitable places for the provision of other services, such as cubicles for study groups, exhibition space, library, video library, etc.</i></p> <p>Justify your evaluation: 6.3.1 6.3.2 6.3.3 6.3.4 6.3.5 6.3.6 6.3.7 6.3.8 6.3.9 6.3.10 6.3.11</p>				
6.4	<p>6.4 TECHNOLOGICAL AND LEARNING PLATFORMS <i>Software or learning environment that the institution uses as a mechanism to create, approve, store, distribute and manage teaching and learning contents and activities for distance, virtual, or on line learning, and even as a complement to face-to-face learning. Focuses on managing content created by a wide variety of sources, serving to support the actors of this modality, such as students, teachers, tutors, administrators and guests. The intention is to make available to students the methodology embodied in the organization or didactic structure of the materials, homework, forums, chat (among others) created by a group of teachers to promote learning in a particular area. Some of the functions of these learning environments are to manage users, resources, training and content; to manage access; learning process control and follow-up; evaluation; to generate reports; to manage communication services such as discussion forums, video conferencing, among others.</i></p>				

¹¹ The programs may or may not have a physical library, but what is essential is that access to information is ensured, as set forth in this criterion.

	Justify your evaluation: 6.4.1 6.4.2 6.4.3						
6.5	LEARNING MATERIAL AND RESOURCES USING EDUCATIONAL TECHNOLOGY. Learning material and resources play a very important role in the teaching-learning process, both face-to-face and virtual, distance, or on-line learning, but for this last non-face-to-face educational modality, they become indispensable. This requires reviewing that the material has a functional didactic structure, to support student's autonomous learning and to allow interaction between learning actors.						
	Justify your evaluation: 6.5.1 6.5.2 6.5.3 6.5.4 6.5.5 6.5.6						
6.6	INTEGRATION OF LEARNING ACTORS. <i>Learning actors are all those involved in the teaching-learning process and those who support the administration of the technological and learning platforms; thus, teachers or learning facilitators, tutors or advisers, students, and administrators of the learning platform, support and development managers have all been considered.</i>						
	Justify your evaluation: 6.6.1						

E = Excellent; B = Good; R = Fair; M = Poor

	OVERALL ASSESSMENT OF CATEGORY 6						
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Recommendations for the Institution:

7 Engagement - Outreach.

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
7.1.	Interaction with public, private and social sectors. <i>In an explicit way, the program must have strategies for the interaction with social and productive sectors, at the national or international levels, as well as result follow-up and evaluation.</i>				

8 Research.

Note. As for this criterion, in the senior university technician level, technological development as research shall be considered in the same conditions due to the education profile specific to this area.

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
8.1.	Research lines and projects. <i>There must be an institutional policy that clearly sets research lines and regulations; research lines should group projects with one person in charge; and the leaders linked to research lines must have relevant academic degrees.</i> Justify your evaluation: 8.1.1 8.1.2 8.1.3				
8.2.	Research Resources. <i>It is necessary to allocate budgetary resources for research and/or technological development to enable BA teaching staff to comply with these substantive functions; there must be academic staff to develop networking and research activities, as well as the sufficient infrastructure, relevant to project development; there must be regulations for the development of research, and support staff enough, according to project size and importance..</i> Justify your evaluation: 8.2.1 8.2.2 8.2.3 8.2.4				
8.3.	Divulge of Research Results. <i>There must be mechanisms for the divulge of research generated in the academic area of the educational program.</i> Justify your evaluation: 8.3.1				
8.4.	Research Impact. <i>The educational program should display research results consistent with teaching, as well as the transfer of research results for technological advancement and social environment improvement; therefore, the institution must provide the research projects linked to the program, and these must include: Project Table, Schedule by quarters and list of research projects completed in the last five years, funding per project and related production.</i> Justify your evaluation: 8.4.1 8.4.2				

E = Excellent; B = Good; R = Fair; M = Poor

OVERALL ASSESSMENT OF CATEGORY 8					
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Recommendations for the Institution:

9 Infrastructure and equipment.

Note: In the ICT area, equipment and infrastructure are essential for curriculum development. The profession is strongly supported by telecommunications networks, computer equipment, and software of different natures, to mention some aspects.

CRITERIO N	DESCRIPTION	(1)	(2)	(3)	Ev
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9.1	Infrastructure ¹³ . <i>The physical spaces where computing services are offered must have adequate working conditions, safety and hygiene; with the exception of BA in Computing profile, the other profiles must have electronic laboratories; must have computing services for specialized courses and a staff with experience and an appropriate profile; it must take into account the opinion of teachers for the design, upgrade and operation of computing services; classrooms must be functional and sufficient; there must be cubicles for teachers, and for advisory services to students; there must be also auditoriums or appropriate and sufficient spaces for the various academic, research, and cultural diffusion activities, and the toilets for students and teachers must be appropriate and sufficient.</i>				
	Justify your evaluation: 9.1.1 9.1.2 9.1.3 9.1.4 9.1.5 9.1.6 9.1.7 9.1.8 9.1.9 9.1.10 9.1.11 9.1.12 9.1.13				
9.2	Equipment. <i>The recommended software for each of the subjects must be available for use by students and teachers.</i>				
	Justify your evaluation: 9.2.1 9.2.2 9.2.3 9.2.4 9.2.5 9.2.6 9.2.7 9.2.8 9.2.9 8.2.10 9.2.11 9.2.13 9.2.14				

E = Excellent; B = Good; R = Fair; M = Poor

	OVERALL ASSESSMENT OF CATEGORY 9				
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Recommendations for the Institution:

10 Administrative management and funding.

CRITERION	DESCRIPTION	(1)	(2)	(3)	Ev
10.1.	<p>Planning, assessment, and organization. <i>The faculty, school, department or division have planning, assessment and organization instruments that will allow it to have an efficient and effective administrative management.</i></p> <p>Justify your evaluation: 10.1.1 10.1.2 10.1.3 10.1.4</p>				
10.2.	<p>Administrative, Support, and Service Human Resources. <i>The institution must assess the academic and administrative function and it shall be mandatory for it to have the most qualified staff for academic activities management.</i></p> <p>Justify your evaluation: 10.2.1 10.2.2</p>				
10.3.	<p>Financial resources. <i>There should be clear criteria established for the determination of laboratory maintenance and operation, workshops, and other infrastructure costs.</i></p> <p>Justify your evaluation: 10.3.1 10.3.2 10.3.3 10.3.4</p>				

E = Excellent: B = Good: R = Fair: M = Poor

OVERALL ASSESSMENT OF CATEGORY 10				
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Recommendations for the Institution:

[illegible]

GLOBAL OPINION

CATEGORY	Excellent	Good	Fair	Poor
1. <i>Academic Staff</i>				
2. <i>Students.</i>				
3. <i>Curriculum</i>				
4. <i>Evaluation of Learning</i>				
5. <i>Integral Education.</i>				
6. <i>Learning Support Service</i>				
7. <i>Engagement-Outreach.</i>				
8. <i>Research</i>				
9. <i>Infrastructure and equipment.</i>				
10. <i>Administrative Management and funding.</i>				

Justify your evaluation:

Recommendations for the Institution:
