

### SELF STUDY REPORT INSTRUCTIONS

These instructions will guide you to access the Self Study Report (SSR), how to provide comments and feedback on the document; and the name and email of the contact person(s) you may need for troubleshooting and/or questions and doubts that may arise.

#### ACCESS TO THE SELF STUDY REPORT

##### PAPER VERSION:

1. If you wish to read the Self Study Report on paper, you may print it from the email or you may request a printed copy from Mrs Damaris Fortuño by email ([damaris.fortuno@sagrado.edu](mailto:damaris.fortuno@sagrado.edu)) or by telephone (787) 728-1515x 1262. In addition, you may request to view the SSR and auxiliary documentation at the Vice-presidency of Academic Affairs in the Sagrado Corazón building.
2. Once you have your printed version of the document, you will be able to identify linked documents in the text because the words appear blue (colored printout) and underlined.

	MISSION	
C3	Goals that focus on student learning and related outcomes and on institutional improvement	✓
C4	Periodic assessment of mission and goals to ensure they are relevant and achievable	✓

The mission, first adopted in 1988 as part of Plan Estratégico Visión 1993, is still vibrant, current, and embraces the foundational character. (C1c) In 2012, the academic project was presented in the document titled [Marco Educativo de la Universidad del Sagrado Corazón](#) (Educational Framework, 2012). In it, Sagrado reaffirmed its mission to *educate intellectually free and morally responsible individuals, willing to participate in the development of a more*

Figure 1: blue underlined link.

3. Should you be interested in accessing the linked documents, you can open the website for the evidence index [www.sagrado.edu/MSCHE/](http://www.sagrado.edu/MSCHE/) where you can identify the documents cited in each Standard by order of appearance in the text or by alphabetical order.

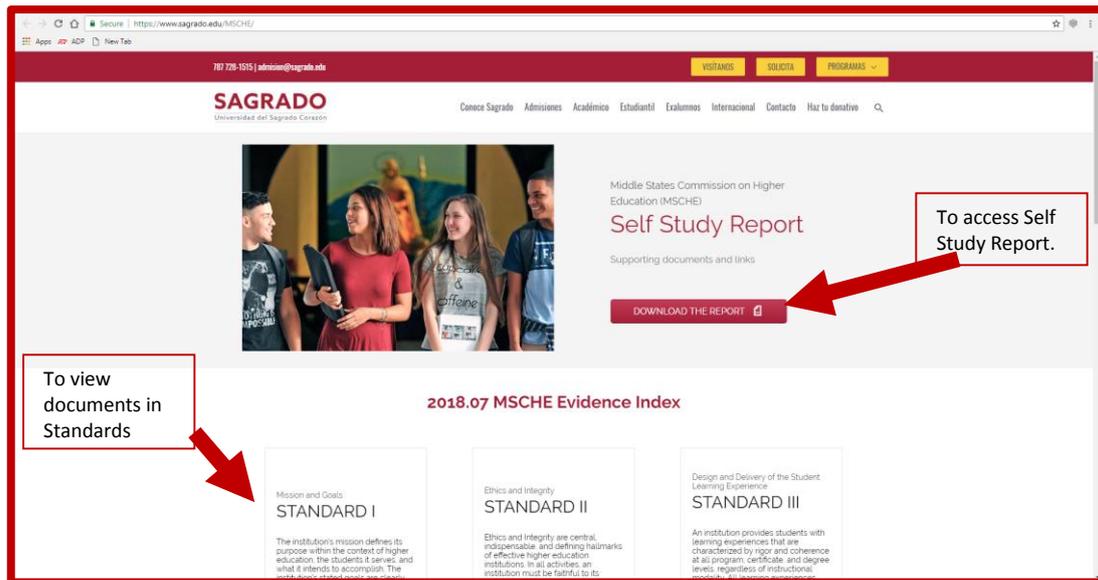


Figure 2: [www.sagrado.edu/MSCHE/](http://www.sagrado.edu/MSCHE/) Evidence Index by Standard

- By clicking on the name of the document you will access it and download or read it on screen. To return to the index page just click the back arrow.

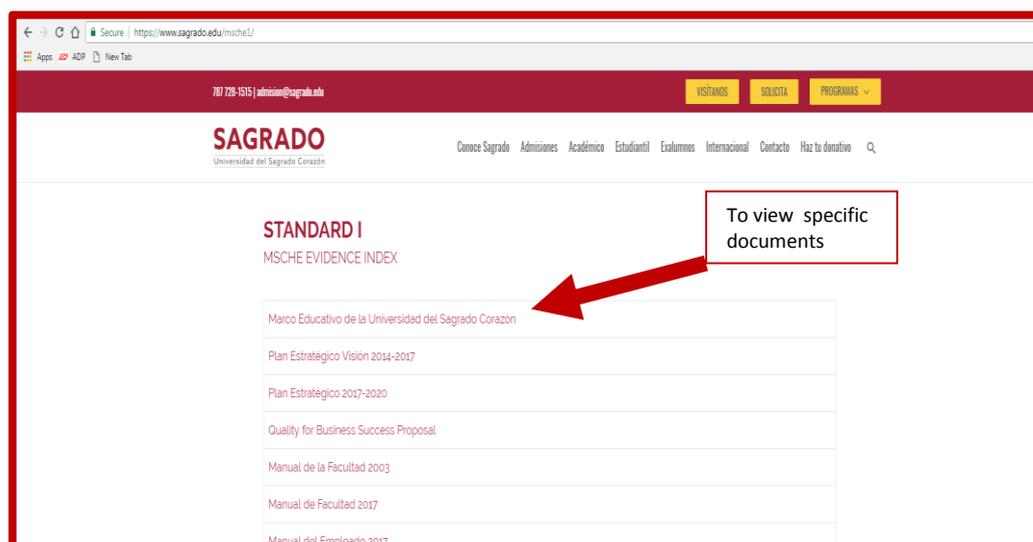


Figure 3: Standard I MSCHE Evidence Index in order of appearance in text.

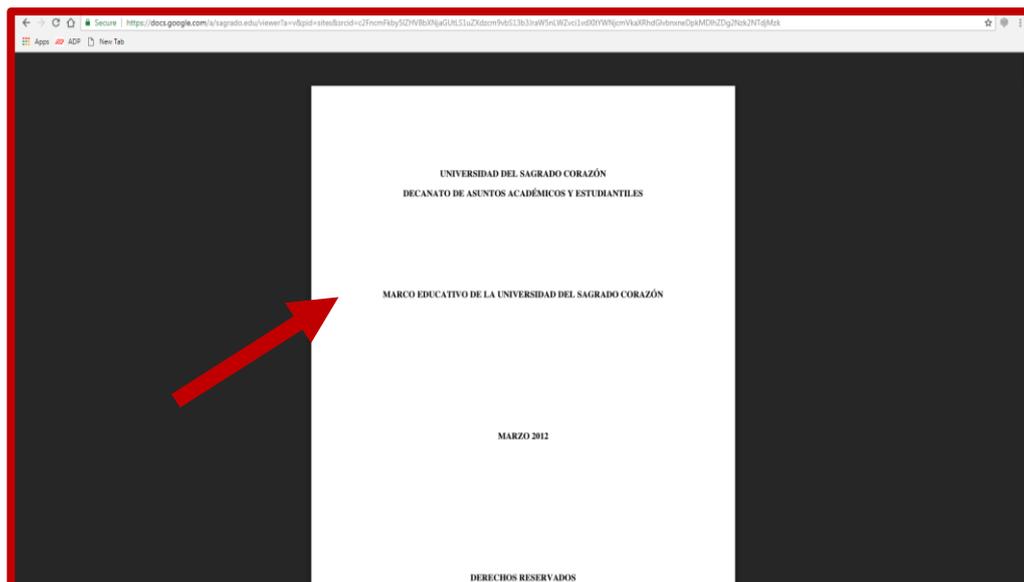


Figure 4: Document accessed through hiperlink

#### DIGITAL VERSION:

- a. You will receive (or may have already received) an email with a series of attachments:
  - i) Universidad del Sagrado Corazón Self-Study Report (PDF);
  - ii) Self-Study Report Instructions (PDF); and
  - iii) Providing Feedback to the Self Study Report (Word).
- b. It is recommended that you download and save these documents in a separate folder for easy access.
- c. In addition you may download the PDF file of the Self-Study Report by clicking on the red “download the report” button, as presented in Figure 2.
- d. Once you open the PDF titled Self-Study Report you will be able to identify linked documents because the words appear underlined and blue. By clicking on the blue words, you will have a new page open the document. It is recommended that you reduce the SSR in order to read side-by-side both documents.

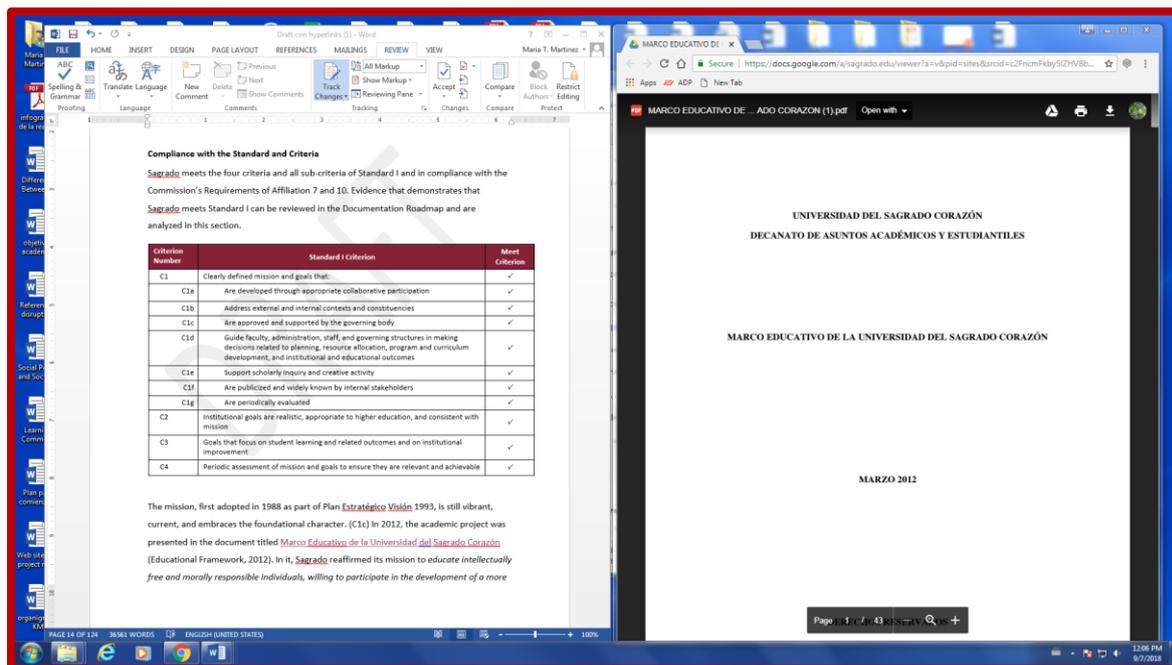


Figure 5: side by side documents on screen

## FEEDBACK TO THE SELF STUDY REPORT

### PAPER VERSION:

If you wish to provide your feedback on paper, included with these instructions in a sheet where you can write your comments. Feedback is expected to be handed-in on October 5<sup>th</sup>, at the latest. The collection place for feedback provided on paper is the Vice-presidency of Academic Affairs in the Sagrado Corazón building.

### DIGITAL VERSION:

If you wish to provide your feedback electronically, you may use the following Google form: [http://bit.ly/SAGRADO\\_SST2018](http://bit.ly/SAGRADO_SST2018). The information provided will be automatically registered.

## TROUBLE SHOOTING AND HELP

For your convenience, should you encounter any difficulty accessing the SSR or any referenced document, or if any doubt arises, the following team will be available from Monday through Friday from 8:00am to 8:00pm. Should you need assistance during the weekend, please email and on Monday morning a team member will reply.

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