

CCIE
Standard 2
Memorandum Template for Evidence

MEMORANDUM

TO: CCIE
FROM: [Insert name of Chair or Dean and include title]
DATE: [Insert Date]
RE: CCIE Standard 2

This memorandum affirms our institution's commitment to its interpreting program through the provision of fiscal resources, physical space and facilities, instructional materials, resources and technologies, and personnel to achieve the interpreting program's mission, goals, and expected outcomes and to effectively support the program in meeting all of CCIE's standards for accreditation.

My signature at the bottom of this memorandum affirms that:

- Our institution provides adequate fiscal resources to allow the program to achieve its stated mission, goals, and expected outcomes. Our fiscal and sustained support for the program include full-time faculty positions, financial support for adjunct faculty, availability of lab and lab supports, appropriate learning spaces, equipment, materials, and supplies sufficient for the program's operations.
- The program has adequate physical space and facilities, such as the number of classrooms, storage areas, and office space to achieve the program's mission, goals, and expected outcomes, along with its educational objectives, teaching methods and number of students.
- The program's equipment, supplies, educational materials and learning platforms, library holdings, and technological resources are appropriate and sufficient to achieve its mission and goals.
- The program has access to appropriate and sufficient clerical, technical, and support personnel to achieve the program's mission and goals

In the event that a site visit is granted for our program, verification is required confirming fiscal resources, physical space and facilities, instructional materials, resources, technologies, and personnel to achieve the interpreting program's stated mission, goals and expected outcomes.

Submitted by

[insert name, title, position of person submitting the memorandum]

Signature

Date