Blueprint for Success Webinar:
The On-site Evaluation

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ACCSC
• **Module I:** Preparing a Comprehensive Response for Commission Consideration

• **Module II:** Organizing an Effective Electronic Submission

• **Module III:** Preparing for the On-Site Evaluation

Available under the Resource Section at [www.accsc.org](http://www.accsc.org)
Module III: Preparing for the On-Site Evaluation

- Webinar Recording
- Slides
- Blueprint publication

Available under the Resource Section at www.accsc.org
Understanding the **Purpose** of the On-Site Evaluation
Understanding the **Purpose** of the On-Site Evaluation

- Student Satisfaction
- Program Design
- Educational Resources
- Faculty Qualifications
- Recruitment
- Admissions
- Student Progress
- Student Services
- Assessment & Evaluation
Webinar Agenda

- Purpose
- Scheduling
- Identifying the Team
- What to Expect
- Tips and Practical Advice
- Key Compliance Areas
Understanding the **Purpose** of the On-Site Evaluation
Understanding the **Purpose** of the On-Site Evaluation

- Verify
- Seek
- Develop
Understanding the **Purpose** of the On-Site Evaluation

- Document
- Support
- Interview
- Observe
- Survey

ACCSC
Scheduling the Onsite Evaluation
Scheduling the On-Site Evaluation

2 – 3 months following SER Due Date

Regular School Day

Key School Personnel

Clearing the Team

Changes may incur additional cost

Unusual Circumstances
Preparation is Key

- Key Faculty and Staff
- Prepare Your Team
- Application and SER
- Ready Access
- Standards of Accreditation
Prepare a Work Room

Comfortable Work Space

Electronic Material

Be Organized!

Preparation is Key
Q & A

Questions + Answers = Success
On-site Evaluation Team Members

- Team Leader
- ACCSC Staff
- State Observer
- Occupation Specialist
- Education / Distance Education Specialist
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Team Leader

Education / Distance Education Specialist

Occupation Specialist

ACCSC Staff

State Observer
First Day of the On-Site Evaluation

1. Arrival
2. Tour
3. Entrance Interview
The Evaluation Begins!

Curricula, Equipment, and Facilities

Survey Students

Observe Classes

Interview Staff and Faculty

File Review

First Day of the On-Site Evaluation
First Day of the On-Site Evaluation: Evening Activities

- Surveys & Interviews
- Comparable
- Debrief
Second Day of the On-Site Evaluation: Exit Interview

Exit Interview

Findings
TSR = Official Record

Response
Submission

Timelines
Pre-Onsite Evaluation Preparation: Application

- Catalog & Enrollment Agreement
- Faculty & Staff Personnel Reports
- Advertising
Pre-Onsite Evaluation Preparation: **Student Achievement**

- Students
- Graduates
- Documentation
- Independent 3rd Party Verification
- Guidelines for Employment
- Graduation and Employment Charts
Tips and Practical Advice

- Admissions
- Enrollment Agreement
- Refunds
- Transcripts
- S.A.P.
- Student Services

File Review
Tips and Practical Advice

- Student Surveys
- Web Based
- Hard Copy
- Classroom Access
Key Compliance Areas
Key Compliance Areas: Program Advisory Committees

- Monograph
- Mandatory Requirements
- Minutes
Key Compliance Areas: Faculty Improvement Plan

- Faculty Improvement Plan
- Faculty Files
- Documentation
- Professional Development
- Resources
Key Compliance Areas: Institutional Assessment and Improvement Planning
Key Compliance Areas: Student Services

- Advising
- Grading
- Attendance
- S.A.P.
- Career Services
- Tutoring
Questions + Answers = Success
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