

# PUT YOUR BEST FOOT FORWARD

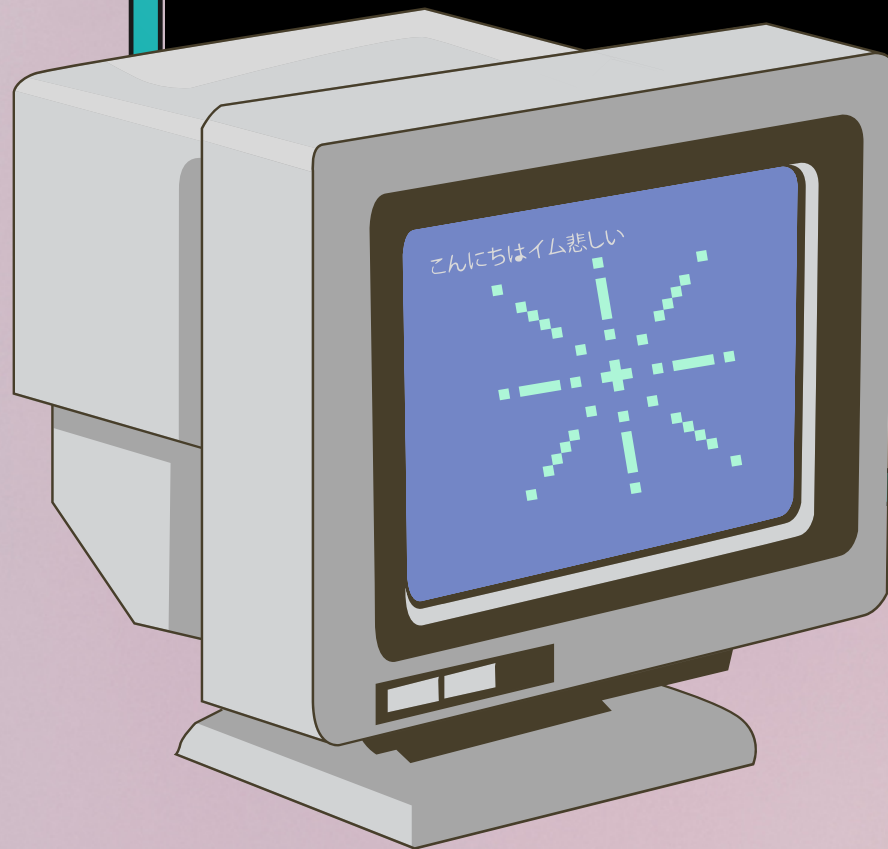
## PREPARING FOR THE ON- SITE EVALUATION

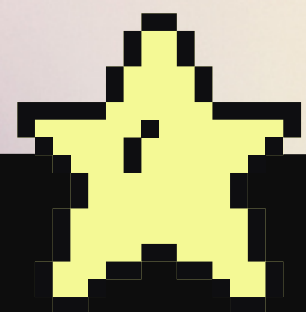
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Michale McComis  
Maurya Scanlon Sorokes  
Amaya Bullock

Start





# WHAT CAME BEFORE THE OSE?

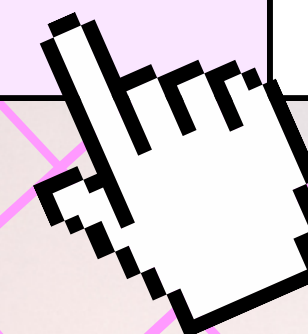


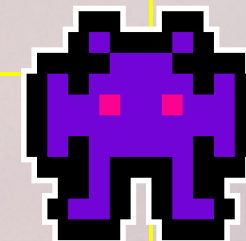
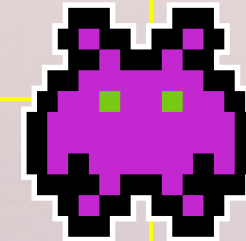
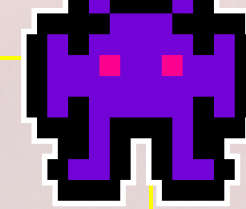
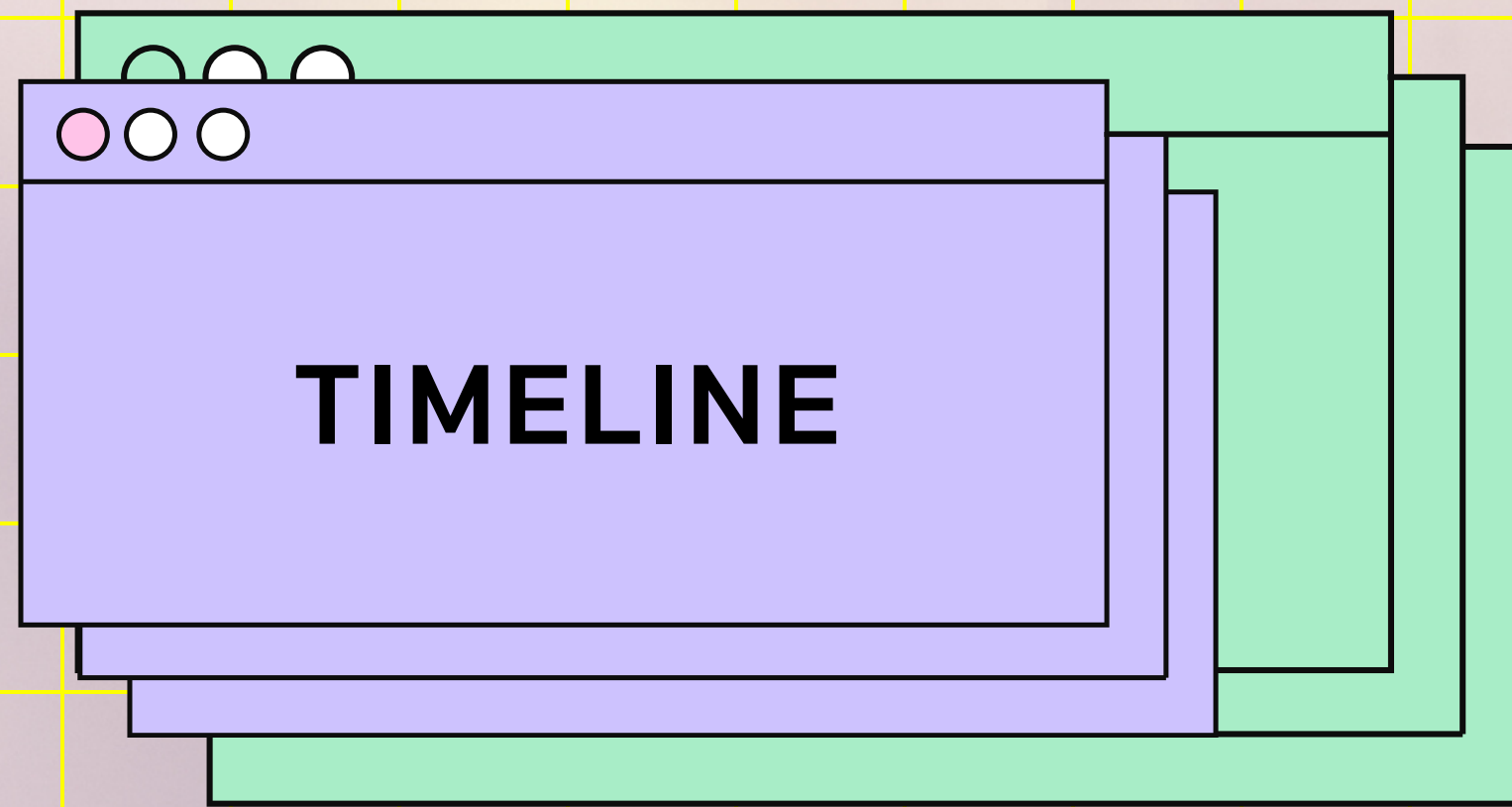
## THE ACCREDITATION PROCESS

**The first step is involving your  
campus.**

On-site evaluation preparation begins with the Renewal/Initial Workshop materials.

Schools with the most favorable outcomes involve their administrative staff and instructors in the fulfillment of the SER and applications. This establishes a campus buy-in and shared goal that is essential to the outcome of the on-site evaluation.





**ATTEND  
WORKSHOP**

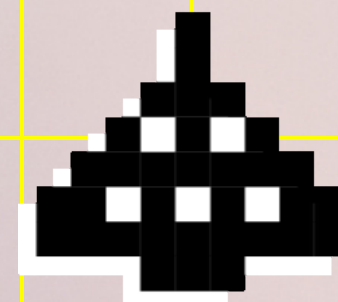
**SUBMIT APP  
WITHIN 45  
days or 6  
months**

**REVISED  
MATERIALS +  
SER**

**OSE**

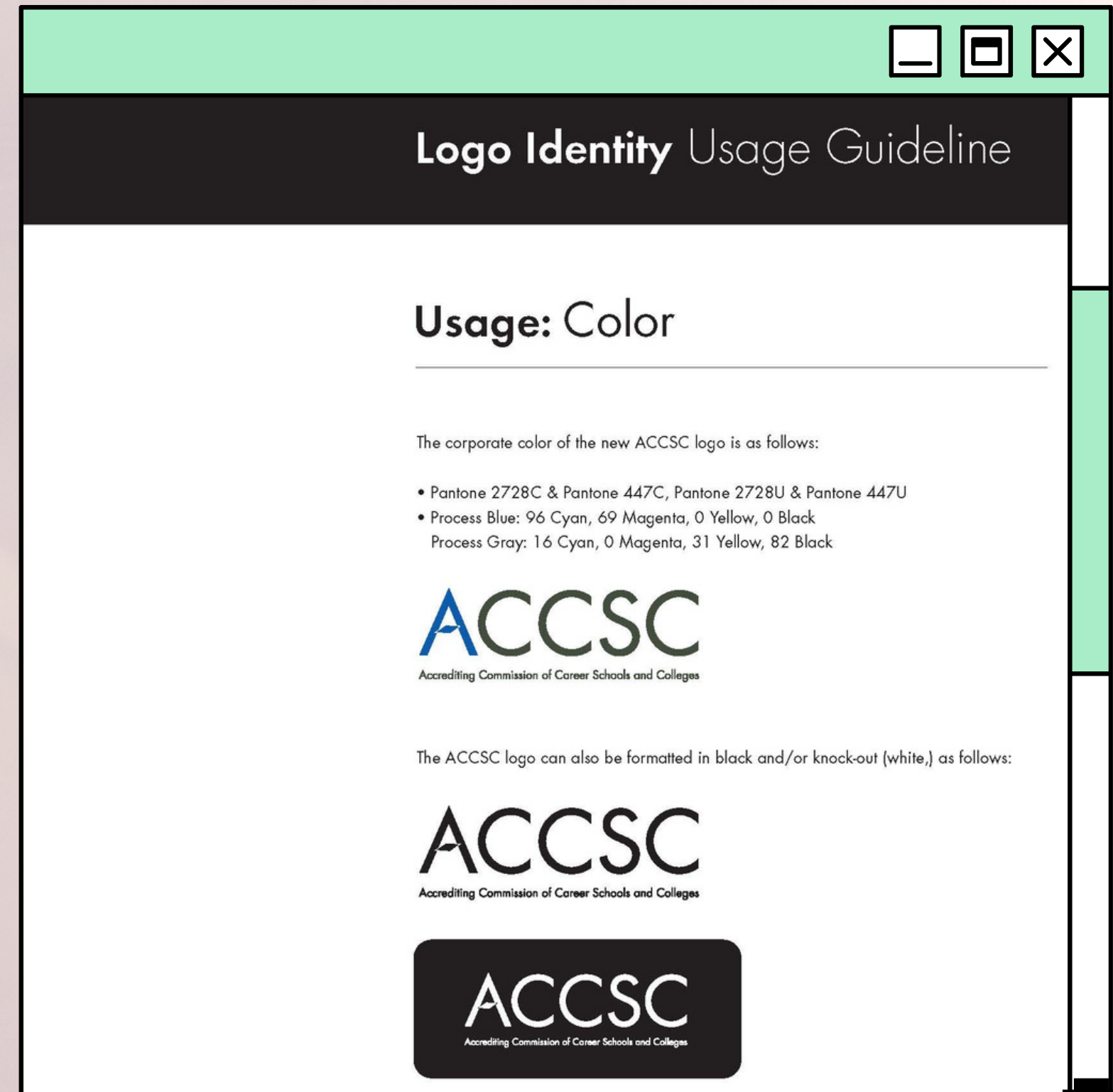
**OSE REPORT  
+ RESPONSE**

**COMMISSION  
REVIEW**



# PURPOSE OF THE ON-SITE EVALUATION

- **Verify** data in the school's reports, applications, and responses.
- **Develop** an understanding and perform an assessment of how well the school meets its objectives
- **Determine** the extent to which the school complies with the Standards of Accreditation





SER + Apps

Student Files

# REVIEW THE MATERIALS YOU'VE PREPARED

Student  
Achievement Data

Requested  
Materials On-Site

Reports

Faculty +  
Personnel Files

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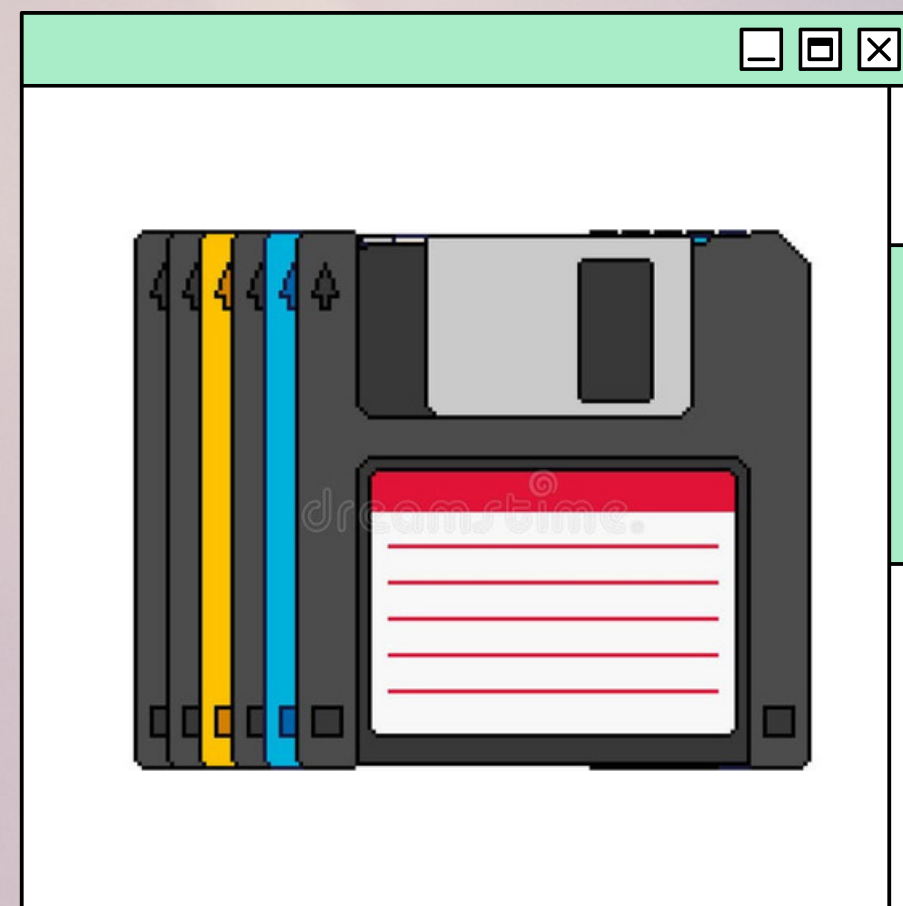
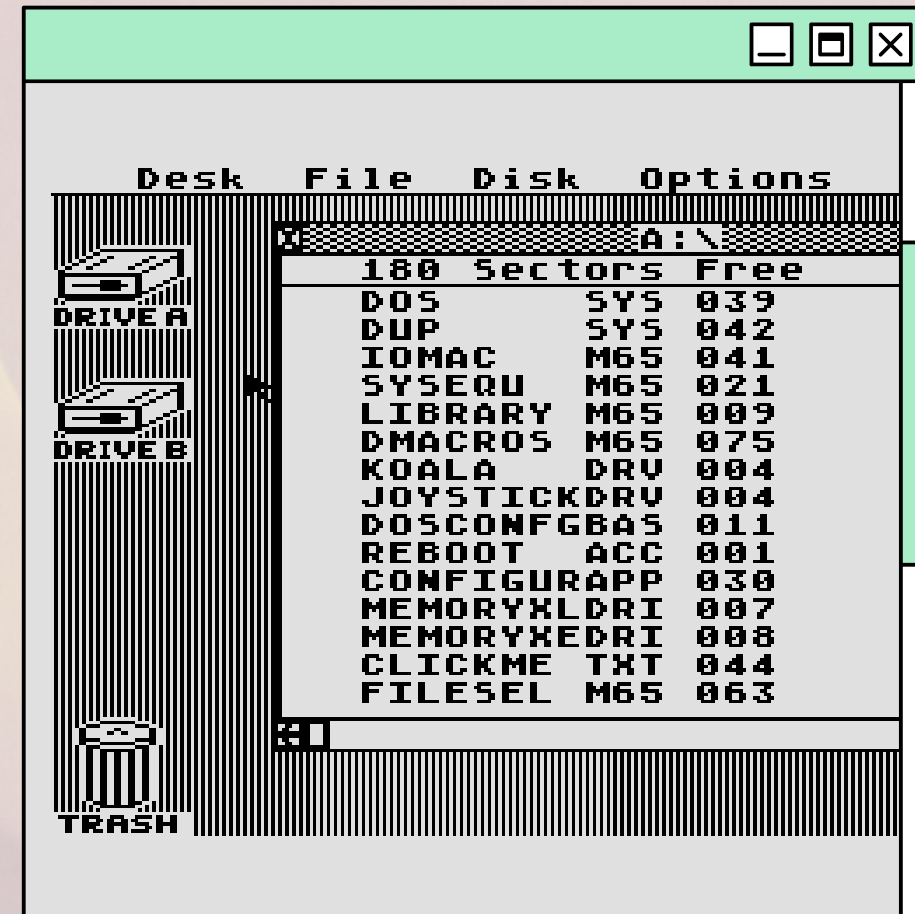


# VISIT MATERIALS

## APPENDIX B, SER, APPLICATIONS, SUBSTANTIVE CHANGES, APPENDIX A, REPORTING ENCLOSURES

Review all materials the school created as part of the renewal process, in addition to any pending Commission action or substantive changes.

The visiting team reviews all materials in preparation for the on-site evaluation. Some reporting requires the school to prepare additional information.





## UTILIZE ACCSC RESOURCES

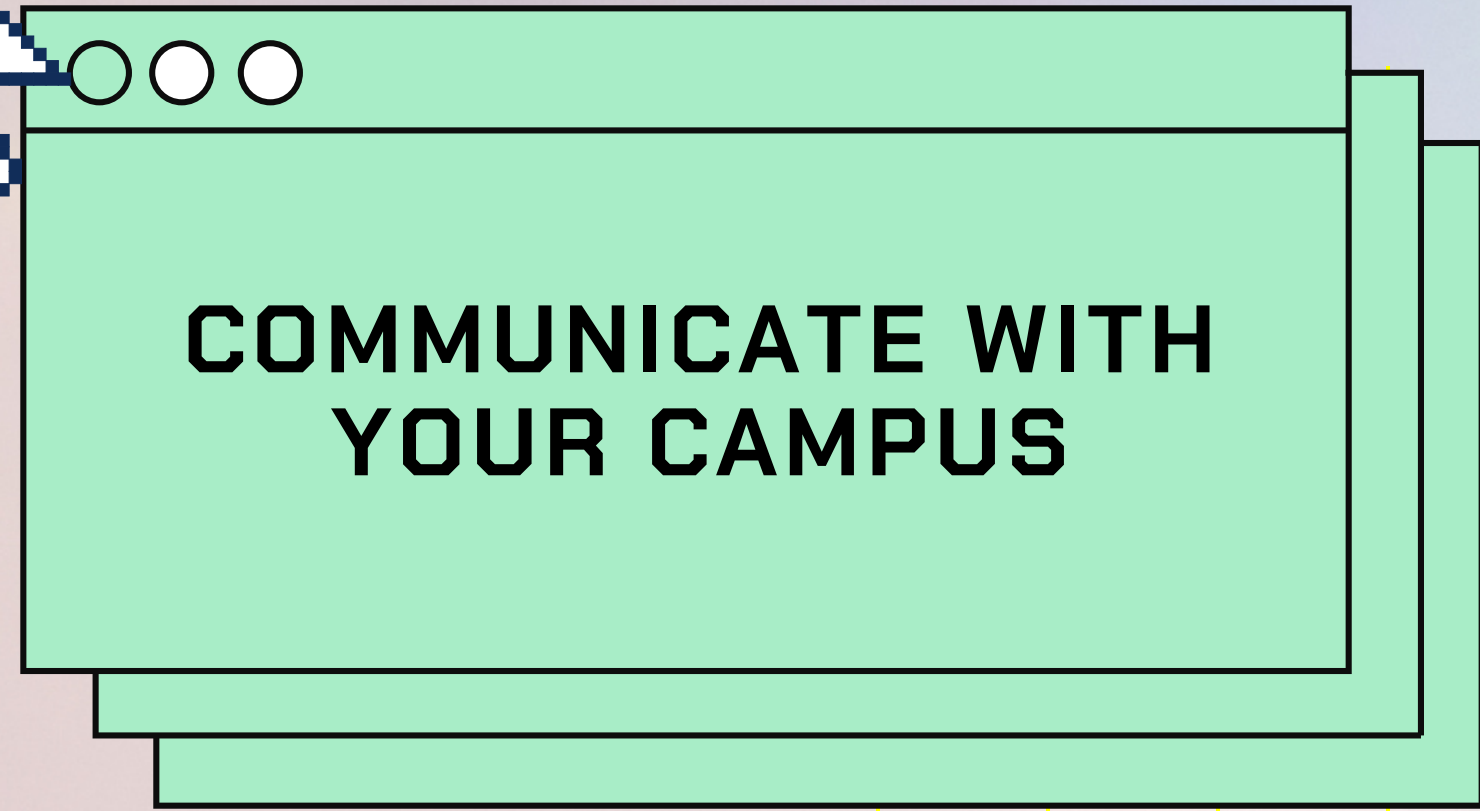
## INTERVIEWS + SURVEYS

The visiting team will interview administration and faculty. Expect one on one conversations. The team will conduct classroom observations and student interviews.

- Survey minimally 25% of the overall population and each program
- May contact Program Advisory Committee Members

## COMPLIANCE

- Standards of Accreditation are published July 1 of every calendar year
- Internal Policies and Procedures
- Ongoing Review of Institutional Assessment and Implementation Activities
- Compliance implemented at the campus level (mostly related to multi-campus institutions)



## COMMUNICATE WITH YOUR CAMPUS



# UTILIZE ACCSC RESOURCES

**Certified Accreditation Professional Program**

**Online Training Center**

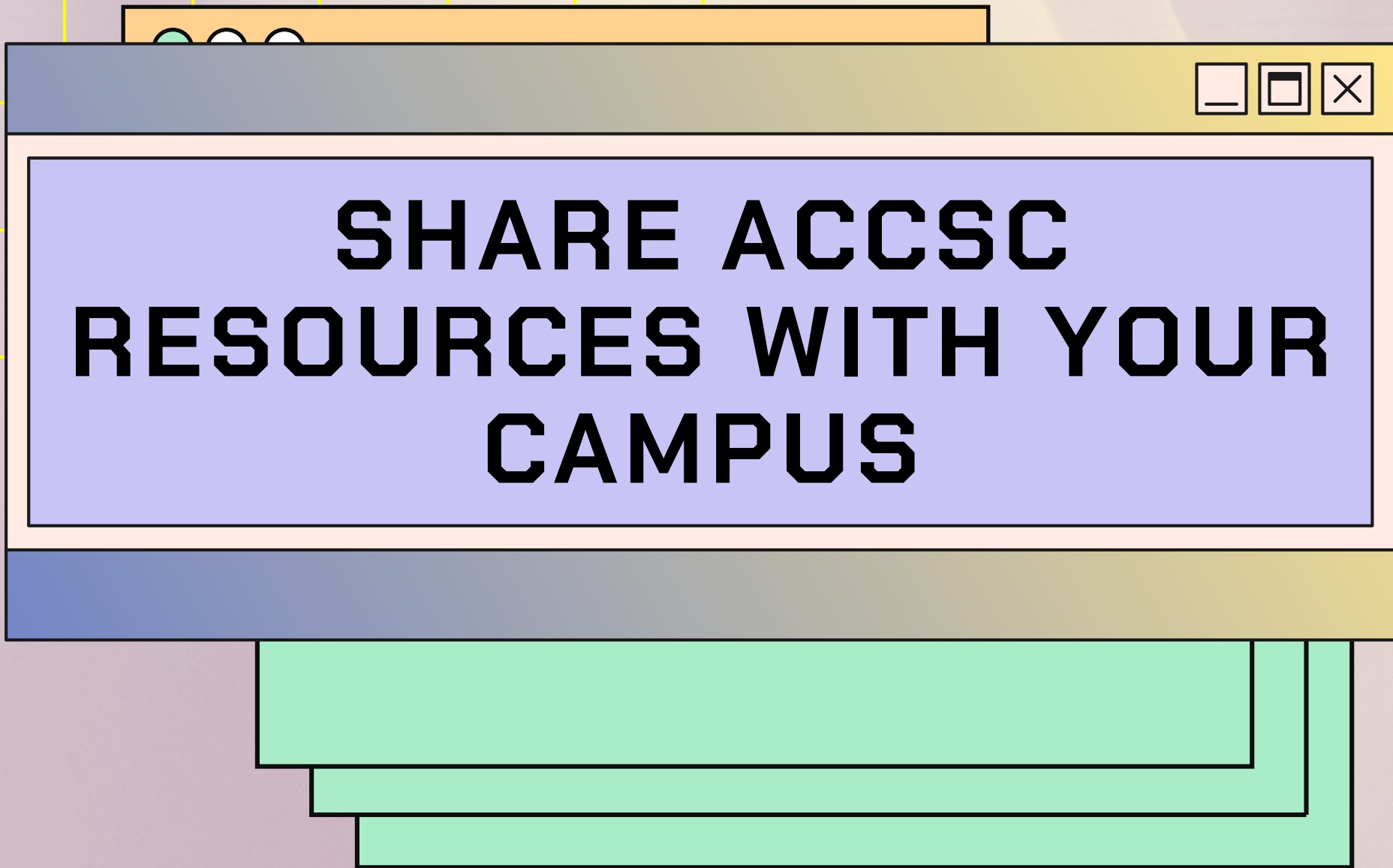
**Webinars**

**Blueprints, Monographs, etc.**

**ACCSC Staff**



**THE ACCSC WEBSITE  
HAS FREE AND PAID  
OPPORTUNITIES**



# SHARE ACCSC RESOURCES WITH YOUR CAMPUS

## Don't Hoard the Information, Share the Wealth

Your campus staff should be prepared to meet with the OSE members without leadership present.

Prepare your campus with in-house trainings with staff and faculty. Explain the purpose of the OSE and set expectations.

Your teams should be familiar with the standards specific to their roles, not just compliance personnel.

# ROLE OF EVALUATORS

**You have the opportunity to review and approve each ACCSC volunteer**

## **Team Leader**

The team leader will be associated with an ACCSC member school. Their review focuses on administration and management.

## **Education Specialist**

The education specialist has a background in academics. They will interview your faculty and educational administration. Their review focuses on curriculum distance education, delivery, etc.

## **Commission Representative**

The commission representative is an ACCSC staff member who's main role is to provide institutional background and interpretation of the standards. They will verify the student achievement data.

## **Occupation Specialist**



# OCCUPATION SPECIALIST (OS)

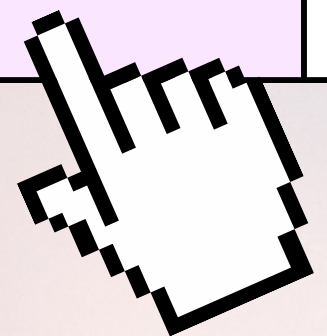
## Review Qualifications in Appendix A

- Cannot be affiliated with the school in any way
- Has no conflict of interest with the school
- Has at least 5 years of experience in the field, and current licensure where required for employment

The campus should be prepared to receive the occupation specialists during the on-site evaluation. This includes:

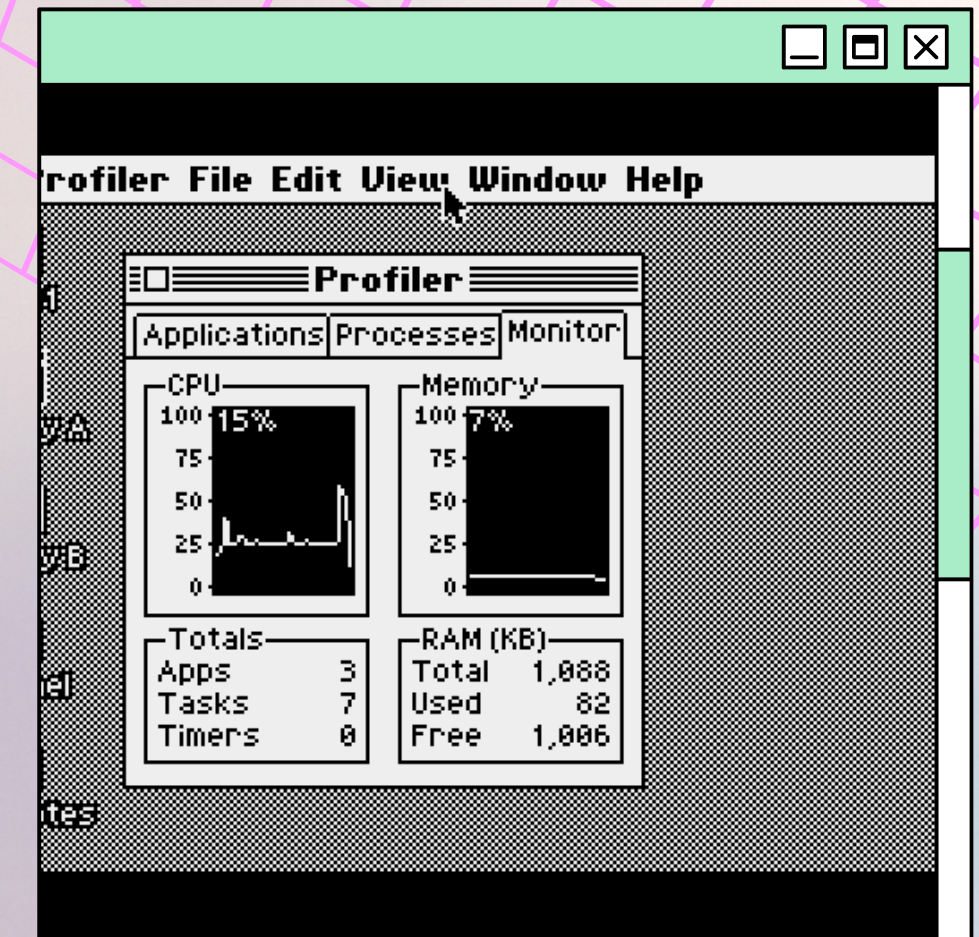
Securing a space for the education specialist to meet with the occupation specialists.

Identifying a qualified faculty member/instructor responsible for giving the OS a tour and providing clarifying guidance throughout the 2 hours of their review. This staff members should be familiar with Appendix A.



**G&E**

# STUDENT ACHIEVEMENT DOCUMENTATION



## Which annual reporting period will the team review?

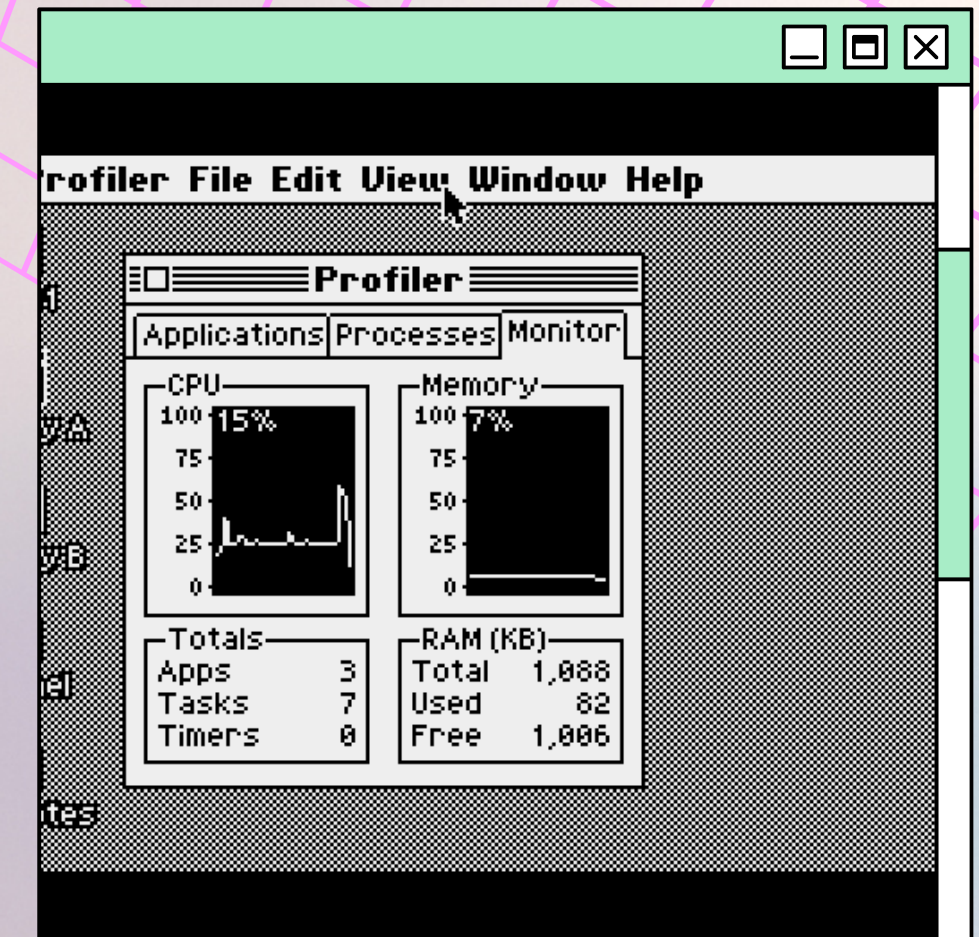
The most recently submitted Annual Report Data. This may be different than the data that was third-party verified.

## How should the school organize the supporting documentation?

Clear instructions are listed in Appendix B. The documentation should correspond with the G&E chart which is organized by program then cohort start date.

**G&E**

# STUDENT ACHIEVEMENT DOCUMENTATION

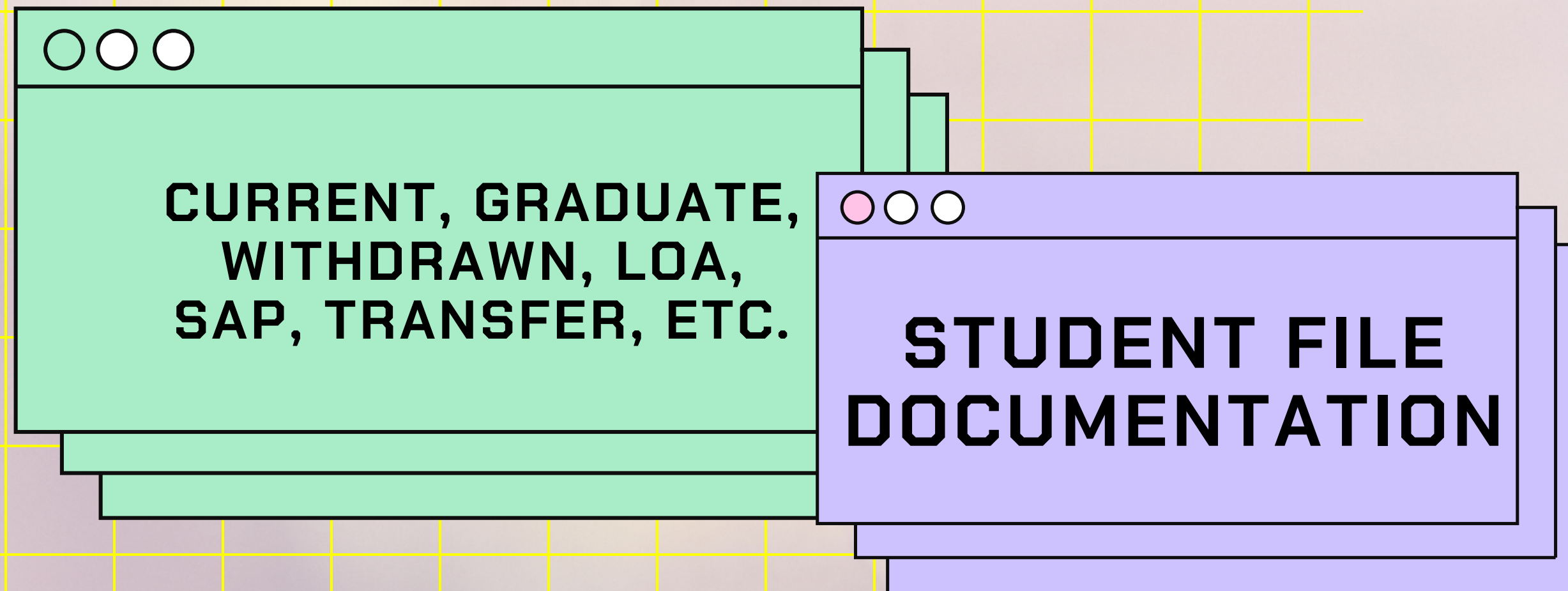


## The documentation should NOT:

- Be organized alphabetically
- Be verified solely by a third-party verifier (e.g. CPS, The Work Number, etc.)

## The documentation should:

- Identify the graduate via the lists prepared in the employment verification document
- Include documentation for furthering education and unavailable to graduate/employment
- Include a print out of each graduation and employment chart



## Documentation of Admissions Requirements

Review admissions requirements and procedures as disclosed in your school catalog. Perform an audit of your student files and your admissions processes with these criteria in mind.

*Talk to your admission representatives.*

## Refunds Calculations

Provide student ledgers as part of the withdrawn student files.

Ensure your school includes all columns on template charts from Appendix B, Specifically, the refund due date column on the terminated/withdrawn student list

*Talk to your Bursar/ Financial Aid Director.*

## Advising Sessions

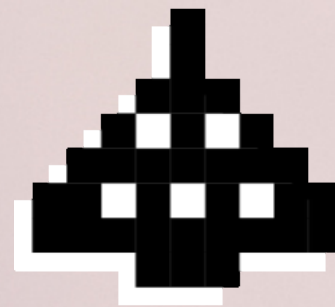
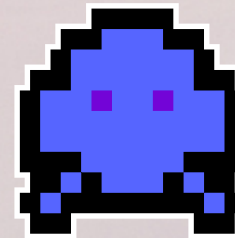
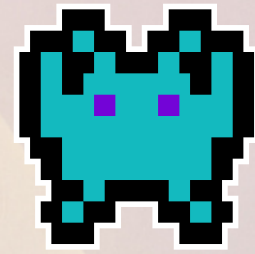
Review your policies on student assessment and academic progress. Ensure the school has documentation of notifications, remediation, etc.

*Talk to your student services representatives.*

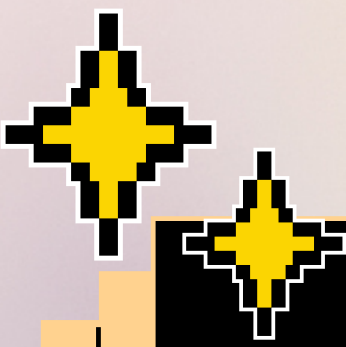
## ADMINISTRATIVE + FACULTY FILES

**Conduct a thorough review of these files prior to the OSE. Consider reviewing your P&P as related to faculty/staff onboarding, ongoing professional development, evaluations, etc. All of these elements should be clearly defined and documented in each faculty and staff file.**

*Consider if this documentation is maintained by separate departments. Don't require the OSE team to become scavengers, collect and prepare this documentation to be reviewed together.*



- Personnel Reports (available on ACCSC Website)
- Academic background (official transcripts)
- Signed code of conduct (admissions representatives)
- Professional Development Training
- Job description
- Verification of prior work experience
- Onboarding (e.g. training to teach)
- Certifications (instructor license if applicable)
- Assessments or evaluations (faculty and staff)



What to  
expect?

# THE ON-SITE EVALUATION

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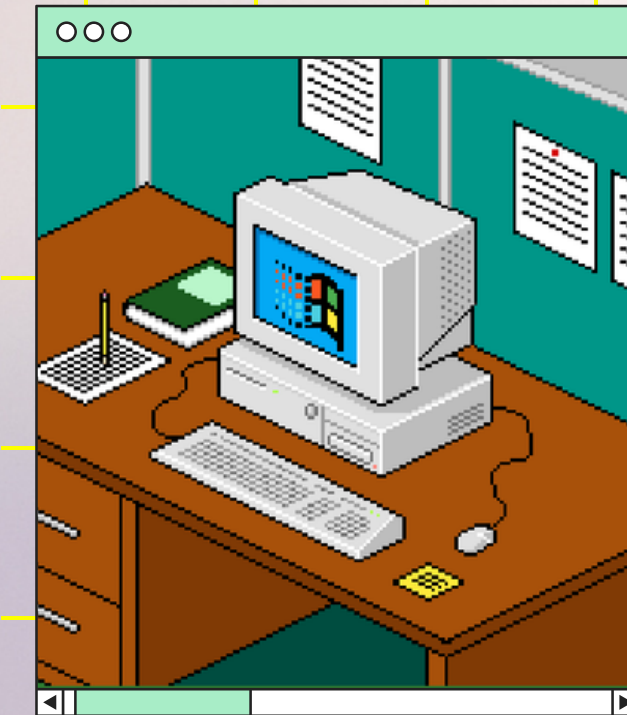


Overview of  
days



# THE ARRIVAL OF THE OSE TEAM

## How to Prepare the Room



### TEAM ROOM:

The room should have the following essentials: Privacy, Access to Wifi, Extension Cords, and Hydration.

Use Appendix B room materials as a guide for furnishing the room with the appropriate documentation.

When in doubt, reach out to your commission representative.

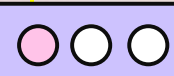
### VISIT MATERIALS

The “Room Materials” should be readily available in the room prior to the team arrival.

The Appendix B Upload Items are individual files/folders. They should not be prepared in the same manner as the SER which is one continuous bookmarked pdf.

### INTRODUCTIONS

Keep introductions brief. This meeting is meant to identify key staff members. Vice versa, for the school to identify the visiting team who they will be interacting with over the course of the next two days.



## DAY ONE

**TYPICALLY ARRIVE AT 9AM**

**COMPLETE OCCUPATION  
SPECIALISTS REVIEW**

**BRIEF TOUR**

The average school tour should take around 20-30 minutes. Try and be concise and visit the key areas.

Tip: Seeing each lab is important but not each duplicable classroom

**CONSIDER IF YOUR CAMPUS HAS  
SATELLITES, HOUSING, EVENING  
COURSE, ETC.**

**THE SCHOOL SHOULD EXPECT TO  
REMAIN ON CAMPUS WHILE THE TEAM  
IS CONDUCTING THE VISIT AT THE  
CAMPUS**

**THE TEAM WILL PROVIDE A SUMMARY  
OF THE DAY AND EXPECTATIONS FOR  
THE NEXT MORNING**



## DAY TWO

**TYPICALLY ARRIVE AT 9AM**

**ADDRESS ANY OUTSTANDING  
NOTES FROM DAY 1**

Tip: This is an opportunity for the school to address any items on-site. Be transparent if the school cannot correct any items at this time.

**AT CONCLUSION THE TEAM LEADER  
WILL READ THE SUMMARY REVIEW**

During the course of the evaluation, the team will make ardent efforts to engage in collegial discussions. The summary review is not an appropriate time for these conversations. The school should consider the OSE complete at this time. It is a courtesy by the team to provide the school with a concise summary of the OSE. Any clarifying questions can be directed to the commission representative *after* the conclusion of the visit.



## TIPS FROM THE TRAVEL STAFF

**Read all required items as detailed in appendix b, commission letters, and substantive change approvals, and application letters.**

Please don't utilize plastic "sleeves" for paper documentation, as it takes more time to remove and review the contents.

**Verse your school staff on the jargon of accreditation (SER, PAC, Outcomes, etc.).**

Upload Dropbox materials promptly.

**Communicate logistics with your CR (e.g. complicated parking, if some programs are only on campus certain days, paper or digital file review).**

Be aware of survey fatigue. Be mindful of when your school sends internal surveys vs when your OSE is scheduled and make necessary changes.

**Consider how the school documents implementation of PAC**

Remind yourselves that the OSE is one part of this process. Most schools will have findings at the end of the visit. You will have the ability to respond to the team's on-site evaluation report/any findings from the visit.

**Don't sell a romanticized version of your school to the OSE team. Be authentic. Celebrate your wins and show us how you're planning to overcome obstacles through effective IAIA and planning.**

"I don't know" is an appropriate answer. Followed by, "Can I get back to you." It is OK to tell a team member during an interview that you will get back to them on a question if you are not 100% sure on the answer. Sometimes school staff can send visiting teams down unnecessary rabbit holes.

**If the school utilizes PAC meetings for multiple campuses, how are campus facilities/equipment at each location reviewed by PAC members? How can PAC members who do not reside in the employment communities of each campus actually speak to employment outcomes?**

# THE ROLE OF THE ON-SITE EVALUATION TEAM IS:

**Observe and Report**

The team evaluates and verifies the information submitted by the school and compliance with accreditation standards.

Each team member completes an evaluation from which becomes the OSE report.

The school's response is the other half of the OSE report and pivotal to the Commission's decision-making process.

Utilize the team while they are on-site for clarification on any items reported as not demonstrating compliance.

# UNANNOUNCED ON-SITE EVALUATIONS

**BEING SELECTED FOR AN UNANNOUNCED  
VISIT IS NOT PUNATIVE. IT IS A RANDOM,  
ROUTINE EVALUATION**

## **What to Expect:**

A regular unannounced visit will begin approximately at 10am, conducted by a commission representative. The team will make contact with the school director/individual responsible for campus operations to establish a schedule for the day. A list of required items are provided to the school.

## **How to Respond:**

Take a deep breath.

Contact the school director. If they are not available, contact the lead staff member at the campus. Inform students.

Provide required materials as they are available.

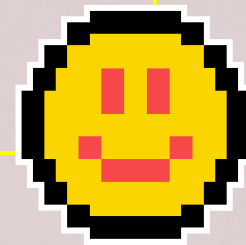
# UNANNOUNCED ON-SITE EVALUATIONS

## How to Remain Prepared:

- For every Annual Report, keep either a printed binder or digital file mechanism for housing graduate transcripts and records of initial employment organized by cohort start date. Digital options include, specific Annual Report folders on Sharepoint, a flash-drive with the transcripts and employment docs organized in file folders for each cohort, etc.
- Keep a printed EA on hand
- Keep at least one printed and bound copy of the catalog and all accompanying addenda on campus at all times
- Keep a file folder specific to PAC meeting minutes, sign-in/attendance sheets, and documentation for upcoming meetings
- Keep an organizational chart that includes the names of the staff who fill each role, update as necessary to keep it current
- Be prepared to provide student population numbers by program and schedule
- Keep all URLs for all advertising in a centralized location (e.g. social media accounts). If the school uses print advertising or tv/film/radio, keep the scripts in a centralized location so they may be quickly and readily accessible

Regularly audit your unannounced documentation (e.g. quarterly) to ensure it's always visit-ready.

**THANK YOU ALL FOR  
PARTICIPATING!**



**PLEASE STAY ON FOR REMARKS  
BY THE  
EXECUTIVE DIRECTOR,  
MICHAEL MCCOMIS**