



Accreditation: Preparing for a Site Visit

Las Vegas, NV
Diamond SIS Users Summit

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OBJECTIVES

- Know the Business of Accreditation
- Purpose of Visit
- Preparing for Visit
- How to Win Over A Team
- Response

KNOW THE BUSINESS OF ACCREDITATION

Evolving Role of Accreditation

- Means to assist schools and colleges to become strong and better institutions
- Unique partnership among institutions
- Must Focus on Students
- **Peer Review System**
- Non-Governmental
- **Voluntary and Relies Heavily on Volunteers**

KNOW THE BUSINESS OF ACCREDITATION

Accreditation Seeks to

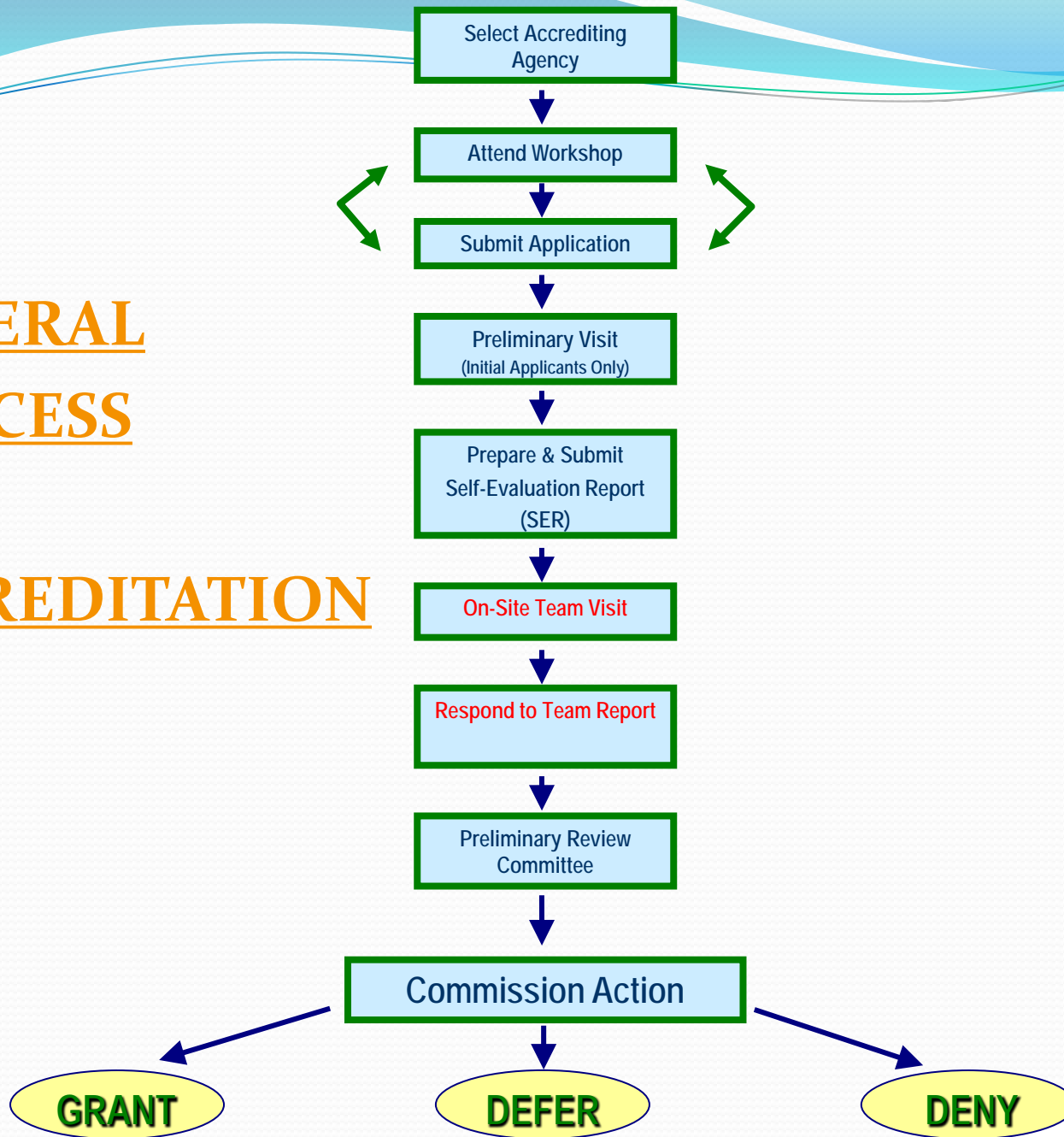
- **Assess** and enhance **educational quality**
- Accreditors must **hold** their member **institutions accountable**
- Ensure **consistency**
- Promote **self-evaluation and institutional improvement**
- Provide for public accountability
- **Evaluate the infrastructure**

KNOW THE BUSINESS OF ACCREDITATION

Accreditation Pact

- Between accreditors and institutions which relies upon each to fulfill its role
- Accreditors **hold institutions accountable** and must be willing, when appropriate, to **take action when an institution is not fulfilling its obligations** to students
- Based on trust and a commitment to a singular unified goal: student success
- **Institutions must be dedicated to meeting or exceeding standards** on a continuous basis
- Accreditors work to create and enforce meaningful standards

GENERAL PROCESS OF ACCREDITATION





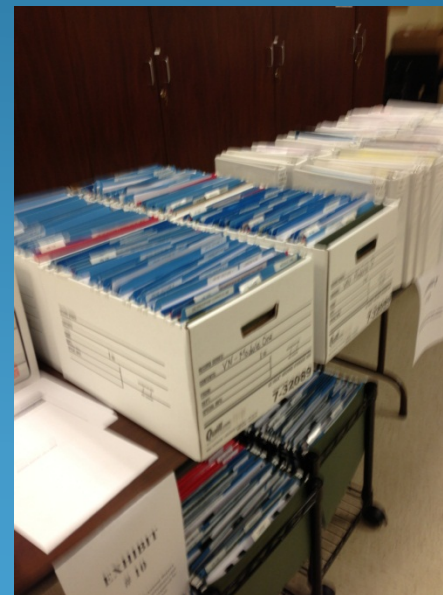
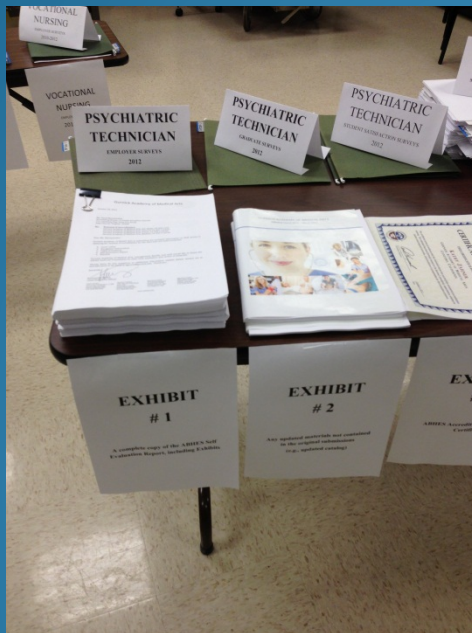
PURPOSE OF ACCREDITATION (COMPLIANCE) SITE VISIT

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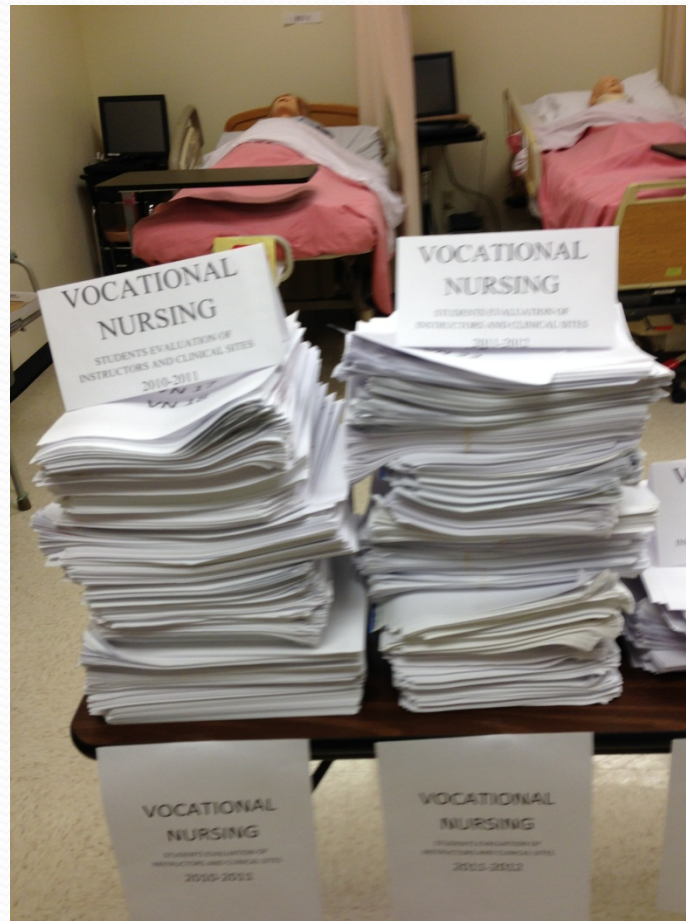
Determine EVIDENCE of...

- Institution **Lives** and abides by the Standards of Accreditation
- **Self Appraisal** – Ongoing Review/Assessment
- **Follow up**/Improvement Plans (e.g., IAIP, PEP)
- **Documentation** – Policies/Procedures, Student Files, Faculty Files, Surveys, Review of Data – Actions Taken
- **Peer Review** – Periodic Mock/Independent Reviews
- On-Going **Improvement**
 - Student Outcomes (Completion, Placement and Licensure Rates) – Institutional Research and Analysis
 - Market Need
 - Financial Stability

PREPARING FOR AN ACCREDITATION (COMPLIANCE) SITE VISIT



YES, THIS REALLY HAPPENED



YES, THIS REALLY HAPPENED TOO

***“PLEASE DO NOT PEE IN THE
TRASHCAN!”***



3 KINDS OF PEOPLE (SCHOOLS)



MAKE THINGS HAPPEN

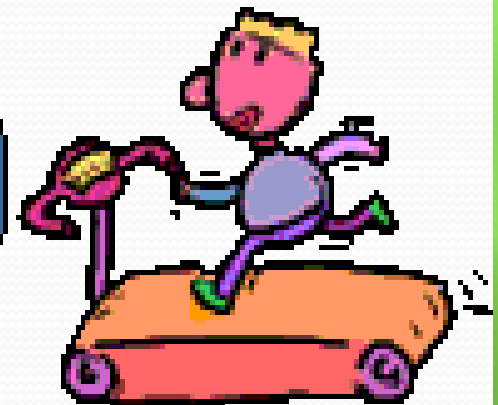
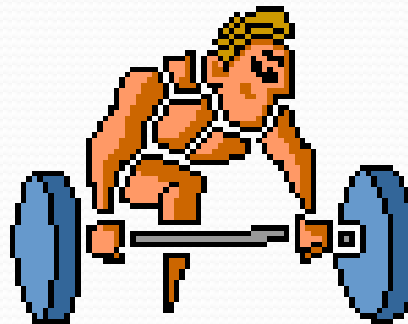
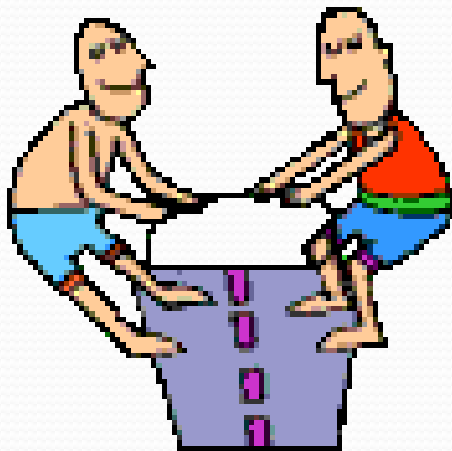
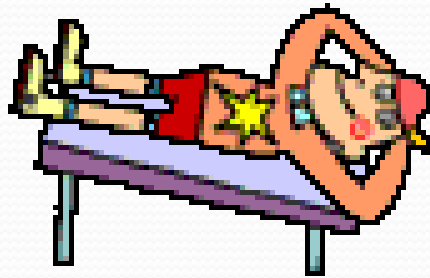


LET
THINGS
HAPPEN



WHAT HAPPENED??

A lot of Work!



...and be prepared for....



PITFALLS

PITFALL #1

DO NOTHING

Wouldn't it be Strange if the Person You are Following is Following You?

- Engage all Stakeholders
- Appoint Accreditation Contact Person
- Accreditation Committee
- At least one person = “detail” oriented
- Strengths/interests of staff
- Include ALL Staff
- Abide by the EA 10 Commandments



PITFALL #2

PROCRASTINATION

Where have we been?

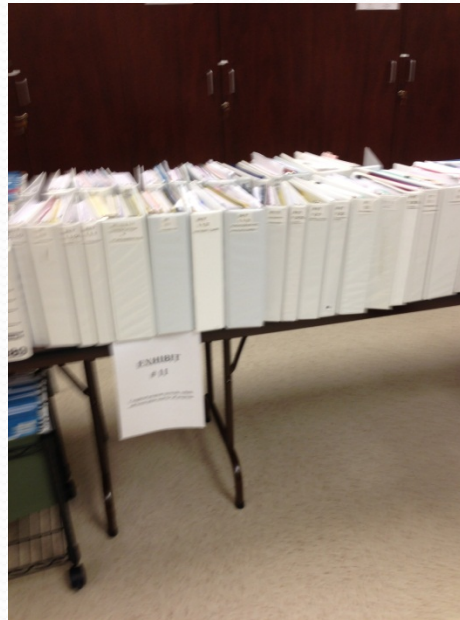
Where are we now?

Where do we want to go?

How do we get there?

PITFALL #3

POOR PLANNING



PITFALL #4

POOR DOCUMENTATION

“Every File Should Speak for Itself”

Frequent Issues

- Incomplete Documentation
- Admissions Documents / Incomplete Enrollment Agreements
- Missing Disclosures (State, Accrediting Agency Disclosures)
- Missing Evidence of Faculty Qualifications
- Incomplete In-Service and/or Professional Development Activities

- Incomplete Syllabi
- No evidence of faculty involved in curriculum revisions
- Incomplete Advisory Board Meeting Minutes – or lack of meetings
- Poor SAP Documentation (Student Progress and Attendance)
- Lack of Student, Graduate and/or Employer Surveys
- No evidence of actions taken as result of stakeholder input
- Lack of Placement Documentation
- Missing Documentation to Support Waivers
- Incomplete or “dusty” Institutional Plans

PITFALL #5 – Not Following EAI's....

10 COMMANDMENTS OF COMPLIANCE



10 Commandments of Compliance

10. School shall not distribute copyrighted materials without written consent from the author/owner

9. School shall create and maintain a Compliance Culture – involving ALL staff members and stakeholders



10 Commandments of Compliance

8. Student files shall communicate a student's entire enrollment experience without Team Member having to ask questions
7. School shall not make up data to meet requirements



10 Commandments of Compliance

6. Staff shall treat visiting Regulatory Agencies / Team Members Professionally – Kill with Kindness

5. Staff shall NEVER forget – the Team Members are NOT your friends



10 Commandments of Compliance

4. School shall base business and compliance practices on the most stringent requirements it is governed by

3. School personnel shall embrace the industry through professional development and continuing education



10 Commandments of Compliance

2. School shall not send responses to team reports (regulatory correspondence in general) to regulatory agencies without having an independent specialist review for accuracy and tone

1. School and staff shall never forget that **Integrity is Based on Behavior Not Words – Compliance is Based on Evidence**



BASIC PREPARATIONS

- Send appropriate staff to accreditation workshops
- Engage all Staff and Stakeholders in preparation
 - Point Person
 - The A++ Personality
 - Accreditation Committee Meetings Continue
- Audit Student Records – Active, Graduate, Drops, Placed
- Audit Faculty and Management Files - Job Descriptions, Resumes, Transcripts, Evaluations, etc.

Tips Regarding Job Descriptions

- Know The State Labor Laws
- Know Related State Education Laws
- Sign Prior to Employment Start Date
- Review Annually For Needed Changes – Re-sign Job Description as needed
- Annual Review/Evaluation – Based on Job Description and Written Expectations

CROSS REFERENCE ALL DATES IN FACULTY FILES

Resume or Curriculum Vitae

- Can be used to verify prior employment, experience, education, etc. to verify that the faculty member meets the minimum qualifications



Evidence of all Degrees

- Should have copies of transcripts, graduation documents, and/or certifications in the file
- Ensure all certifications are valid
- Ensure these match the Faculty Data Form and resume

Kicking Off the Accreditation Process

What you can do NOW!



Do

Do the Process Well
(Staff Training)

DOCUMENT

If “it” isn’t documented,
“it” did not occur

DEMONSTRATE

Prepare to Demonstrate Performance
(Student Outcomes)

FOR MORE INFORMATION CONTACT:

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Q & A
