



PROGRAM ACCREDITATION AND REVIEW: HOSTING SITE VISITS

February 17, 2022

Introductions

- Kyle Christmas, Director of Special Projects
- Amanda Wornhoff, Director of Institutional Effectiveness and Assessment
- Jeana McCullough, Quality Assurance Coordinator
- Allie Michael, Assistant Director of Institutional Effectiveness and Assessment

Our Role

- Office of the Senior Vice Provost
 - Assist with program accreditation site visit planning, logistics, and funding
 - Meet with site visitors for accreditation
 - Attend exit interview when appropriate
 - Assist with follow-up reports, additional evidence, etc.
- Office of Institutional Effectiveness and Assessment
 - Assist with program review site visit planning, logistics, and funding
 - Approve the program's selected external reviewer(s)
 - Meet with external reviewer(s) for both accreditation and review

Tips for Your Site Visit

Tip #1

Focus on the self-study, both before (of course) and during the visit.

Tips for Your Site Visit

Tip #2

Demonstrate a commitment to continuous improvement.

Tips for Your Site Visit

Tip #3

Schedule every minute of the visitors' time on campus.

Tips for Your Site Visit

Tip #4

Make your site visitors comfortable.

Tips for Your Site Visit

Tip #5

Review your accreditor's website for specific tips or guidelines for the visit.

Example of Specific Instructions: ABET

I.E.5.b.(2) Materials – Evaluators will review materials that are sufficient to demonstrate that the program is in compliance with the applicable criteria and policies. Much of this information should be incorporated into the Self-Study Report (see I.D.1.f); additional evidence of program compliance may be made available to evaluators prior to and during the visit, using an on-line storage location. The program should make the following on-site materials available to the team during the visit, without duplicating materials provided in the Self-Study Report.

- Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials
- Documentation of actions taken by the program after submission of Self-Study Report as being available for review during the visit
- Materials necessary for the program to demonstrate compliance with the criteria and policies
- Representative examples of graded student work including, when applicable, major design or capstone projects

Program Review Required Visit Sessions

1. Program Faculty
2. Dean and Chair
3. Students
4. Stakeholders: alumni, community partners, employers, etc.
5. Administrative Resources: Provost, Library, IEA, DSIR, etc.
6. Closing Session: preliminary findings



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