

Accreditation Visit: Lessons Learned

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Questions to Consider in Preparing

Mission

- Does our mission drive everything (connect to the program review, link program planning and resource allocation, link to the education, facilities, technology master plans) and if so, how do we articulate and demonstrate that?

Resource Allocation Model

- Do we have a resource allocation model?
- What does it look like?
- Where is it documented?
- How is it communicated? By who?
- To what extent are faculty and staff able to explain the model and the rationale for funding and resource allocation?

Recommendations for Evidence and Training

We must provide clear and substantial evidence of the dialogue on the various aspects of all the work we do especially related to planning, resource allocation and student learning outcomes.

- Post documentation on websites.
- For outcomes assessment, document the all dialogue at all levels
- Train Department Chairs on documenting department work.
- Document the college's continuous improvement cycles (planning, implementation and evaluation) with policies, processes and procedures at all levels.
- Train key staff/faculty on the new accreditation standards in 15-16 so teams are in place to write the self-study in 16-17.
- Train on how to write minutes/notes and show clear evidence of outcomes of discussion. Consider adopting a college wide template to document meeting minutes/notes and outcomes.