

EVALUATION VISIT MEETING ROOM MATERIALS

Initial, Reevaluation, and Branch Inclusion Visit

Institutions are requested to place the following materials in the room provided to the evaluation team while at the institution.

1. Current Information

- a. Class schedule including course names, numbers, titles, room numbers, class times, names of instructors, and student enrollment by class period;
- b. Student enrollment on day(s) of visit by program and by day and evening divisions;
- c. Floor plan of facility;
- d. Staff roster and organization chart;
- e. Course syllabi for all courses;
- f. All admissions tests with answer key and test cut-off scores for each program;
- g. If ability-to-benefit students are admitted, complete documentation evidencing the relationship between admissions test cut-off scores and successful academic or employment outcomes, as well as the contract for the independent test administrator;
- h. A copy of the most recently completed Annual Institutional Report and the prior year's ACICS Annual Institutional Report along with the complete back-up documentation. This must include information to support enrollment, graduate, and withdrawal numbers and placement information such as student name, program of study, graduation date, job title, employer name, and employer telephone number;
- i. Institutional Effectiveness Plan;
- j. Board of directors and administrative staff meeting minutes;
- k. Faculty meeting minutes;
- l. Documentation of in-service training sessions held and the schedule for upcoming sessions; and
- m. A copy of the Certificate of Attendance at an ACICS Accreditation Workshop for the chief on-site administrator or self-study coordinator.

2. Official Documents

- a. Corporate Charter
- b. Articles of Incorporation, and Certificate of Incorporation or other appropriate documentation of legal structure and ownership of the institution and a chart outlining the ownership structure
- c. Certificate of good standing; relative to an institution's corporate statute and/or legal identity;
- d. State license and authorization to award degrees (if applicable);
- e. Most recent state and VA compliance reports;
- f. Documentation that the facilities are in compliance with local, state, and federal laws governing fire, safety, and sanitation;
- g. Documentation that the institution is in compliance with copyright laws for instructional materials utilized;
- h. U.S. Department of Education Program Participation Agreement and Eligibility and Certification Approval Report (if applicable);
- i. Reports from most recent reviews by agencies such as the U.S. Department of Education, Inspector General, and guarantee agency, as well as the institution's student financial aid compliance audit; and
- j. Third-party contracts with other educational institutions or contracts such as JTPA.

3. Files

- a. Administrative staff personnel files that include updated ACICS data sheets; and
- b. Faculty personnel files that include updated ACICS data sheets, copies of administrative and student evaluations, and faculty development plans with documentation of their implementation.

NOTE: Student files will be selected randomly for review by team members.

4. Inventories

- a. Resource and reference materials; and
- b. Instructional equipment for all programs.

5. Publications

- a. Most recent ACICS self-study;
- b. All current advertising and promotional literature, including scripts and tapes of radio and television ads;
- c. Student, faculty, and staff handbooks (if applicable); and
- d. Current catalog with all addenda.