



EVALUATION VISIT MEETING ROOM MATERIALS
New Program, Credential Inclusion, Readiness, and
Distance Education Visit

Institutions are to place the following materials in the room provided to the evaluation team. Additional materials may be requested when the team is 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 for the entire term/quarter/semester/module;
- 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 organizational chart;
- e. Course syllabi for currently offered courses for the program(s) being reviewed (For courses not offered in the current term, the syllabi must be provided with the exception of the following items: instructional materials and references, out-of-class activities and assignments, assessment criteria, and method of evaluating students);
- f. A copy of the most recently completed ACICS Campus Accountability Reports along with the complete back-up documentation. A copy of the most recently completed, and the prior year's ACICS Campus Accountability Reports along with the complete back-up documentation.
- g. A copy of the current Campus Effectiveness Plan
- h. Faculty meeting minutes
- i. Documentation of in-service training sessions held and the schedule for upcoming sessions; and
- j. Schedule and documentation of community resources utilized for each program (organized by program)

2. Official documents

- a. State license and/or authorization to award degrees.
- b. Correspondence with state regulatory agencies and accrediting agencies other than ACICS, if any.

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. Library resource and reference materials including online materials (if applicable)
- b. Instructional equipment.

5. Publications

- a. New Program/Distance Education Application for the program(s) being reviewed
- b. Transitional Plan for a higher credential (*only applicable for Credential Inclusion and Readiness Visits*)
- c. All current advertising and promotional literature, including scripts, copies of newspapers, magazines, brochures, and tapes of radio and television ads;
- d. Student, faculty, and staff handbooks (if applicable); and
- e. Current catalog with all addenda (if applicable).