



EVALUATION VISIT MEETING ROOM MATERIALS QAM-Out of Scope/Higher Credential/Readiness 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. New Program Application for the program(s) being reviewed
- b. Transitional Plan for a higher credential (only applicable for Higher Credential and Readiness Visits)
- c. 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
- d. Student enrollment on day(s) of visit by program and by day and evening divisions
- e. Floor plan of facility
- f. Staff roster and organizational chart
- g. 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);
- h. A copy of the most recently completed ACICS Campus Accountability Report along with the complete back-up documentation. This documentation 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 numbers.
- i. A copy of the current Campus Effectiveness Plan along with progress reports
- j. Board of directors/administrative staff/faculty meeting minutes
- k. Documentation of in-service training sessions held and the schedule for upcoming sessions
- l. Schedule and documentation of community resources utilized for each program (organized by program)
- m. A copy of the approved and most current Academic Credit Analysis for each program. If applicable, this includes approved Clock to Credit Profiles with corresponding letters of approval
- n. Library budget (if applicable)

2. Official documents

- a. State license and/or authorization to award degrees
- b. U.S. Department of Education Program Participation Agreement and Eligibility and Certification Approval Report (if applicable)
- c. 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
- d. 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
- c. A list of names of currently enrolled students by program, which include their start date, drop date (if applicable) and any Satisfactory Academic Progress (SAP) status

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. All current advertising and promotional literature, including scripts, copies of newspapers, magazines, brochures, and thumb drive or CD of radio and television ads
- b. All current internal recruitment materials including admissions orientation packets, YTD admissions meeting minutes, copy of standard interview and phone scripts, and communication with external recruiters (if applicable)
- c. Current catalog with all addenda (if applicable)