



## **QAM-CHANGE OF OWNERSHIP EVALUATION VISIT MEETING ROOM MATERIALS**

*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 (if different than enrollment reported in the Update Report)
- c. Floor plan of facility
- d. Comparative organization chart (before and after change of ownership)
- e. A copy of the current Campus Effectiveness Plan along with the prior year's Campus Effectiveness Plan (should be prior to change of ownership)
- f. Faculty meeting minutes
- g. A copy of the Certificate of Attendance at an ACICS Accreditation Workshop for the chief on-site administrator and owner(s) or completion of registration of an Accreditation Workshop for these individuals. [If individual(s) have attended a previous ACICS Accreditation Workshop while affiliated with this institution, a copy of that certificate may be provided in lieu of a certificate following the change of ownership.]
- h. Copies of correspondence with ACICS for any approvals or notifications of modifications since the Change of Ownership (learning sites, new programs, distance education activity, substantive/non-substantive changes to an existing program, change of location, change of name, etc.)

### 2. Official documents

- a. New state license and/or authorization to award degrees issued after change of ownership or control
- b. Correspondence with the U.S. Department of Education regarding the reinstatement of the institution's Title IV eligibility by way of a Program

Participation Agreement and Eligibility and Certification Approval Report (if applicable)

- c. Correspondence from ACICS granting temporary reinstatement of your institution's current grant of accreditation

3. Files

- a. Administrative staff personnel files that include updated ACICS data sheets
- b. Faculty academic files that include updated ACICS data sheets, position descriptions, copies of evaluations, and faculty development plans
- c. Faculty and Staff summary sheets

4. Inventories

- a. Library resource and reference materials including online materials (if applicable)
- b. Comparative list of instructional equipment for all programs (before and after change of ownership)

5. Publications

- a. Change of Ownership Application
- b. All current advertising and promotional literature, including scripts, copies of newspapers, magazines, brochures, and thumb drive or CD of radio and television ads
- c. Student, faculty, and staff handbooks (if applicable)
- d. A copy of the current catalog with all addenda (if applicable) and a copy of the catalog prior to Change of Ownership