



## **QAM-LEARNING SITE VERIFICATION 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. The Learning Site Application
- b. 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
- c. Student enrollment on day(s) of visit by program and by day and evening divisions (if different from enrollment reported in the update report documents)
- d. Course syllabi for currently offered courses used at the learning site (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)
- e. Floor plan of facility
- f. Staff roster and organizational chart
- g. Current inventory of instructional resources and equipment

### **2. Official documents**

- a. State license and/or authorization to award diplomas and/or degrees
- b. Certificate of Occupancy or documentation that the facilities are in compliance with local, state, and federal laws governing fire, safety, and sanitation
- c. Correspondence with state regulatory agencies and accrediting agencies other than ACICS, if any

### **3. Files**

- a. Administrative staff personnel files that include current ACICS data sheets
- b. Faculty personnel files that include current ACICS data sheets, resumes, transcripts, copies of evaluations, and professional growth documentation

### **4. 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. Current catalog with all addenda (if applicable)

NAME  
DATE  
Page 2