



BRANCH CAMPUS-TO-MAIN CAMPUS RECLASSIFICATION 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. A current copy of the campus's Campus Effectiveness Plan
- 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).
- d. Floor plan of facility
- e. Staff and faculty roster and organization chart
- f. Current inventory of instructional resources and equipment, including library holdings
- g. Library budget
- h. Copy of official transcript

2. Official documents

- a. State license and 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. U.S. Department of Education Program Participation Agreement and Eligibility and Certification Approval Report (if applicable)
- d. 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
- e. 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 faculty development plans
- 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

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. 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