



QAM-DISTANCE EDUCATION 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 for distance education courses including course names, numbers, titles, class times, names of instructors, and student enrollment by class for the entire term/quarter/semester/module
 - b. Student enrollment in distance education courses on day(s) of visit by program
 - c. Staff roster for staff supporting distance education courses and organizational chart
 - d. A copy of the current Campus Effectiveness Plan along with the progress reports
 - e. Faculty meeting minutes including faculty teaching distance education courses

2. Official Documents
 - a. State license and authorization to award degrees

3. Files
 - a. Administrative staff files for staff supporting distance education courses
 - b. Faculty files for faculty teaching distance education courses

4. Inventories
 - a. Library resource and reference materials including online materials
 - b. Instructional equipment for all programs

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. Current catalog with all addenda (if applicable)