

PLANNING is EVERYTHING

Preparing for an Onsite Accreditation Visit

American Association of Colleges for Teacher Education Annual Meeting
Strand II: Demonstrating Effectiveness and Relevance
Presented by Alex Jacobsson and Caryn M. King
Grand Valley State University
February 28, 2012

Participant Outcomes



- Have a strong plan of action for your site visit
- Awareness that accreditation is a continuous process
- Preparation for key issues that may arise during your on-site visit
- Understand the crucial relationship between your pre-visit report and the onsite visit
- Key tips for success

Overview



- The accreditation council arrange dates
- The unit prepares Institutional Report for BOE Team
- BOE Team = Board of Examiners and
State Education Department
- Off-Site Review and Response
- Pre-Visit by BOE Chair
- On-Site Visit
- BOE Report
- Decision by accreditation council

Preparing



- Start early
- Appoint director/coordinator for accreditation
- Devise timeline
- Assign responsibilities
- Track progress

Continuous Documentation for On-Site



- Documentation to met Standards
 - Accreditation status for each program
 - Assessments, reviews, and improvements
 - Program charts/tables
- Faculty/staff presentations, publications, service, & awards
- Articles on unit (newspaper, magazine, web, etc.)
 - Community involvement and development
 - Inclusion
 - Awards and recognition

Preliminary Preparations



- Off-Site
- Pre-Visit (NCATE)
 - BOE Team Chair Visits 2 Months prior
 - Focus of Visit (i.e. Areas of Concern)
 - Finalize Schedule and Interviews
- Special Needs of Group
 - Dietary, Mobility, Electronic, Additional

5 Focus Areas of Preparation



1. Online Evidence Room



2. On-Campus Awareness



3. Transportation



4. Hotel/Hospitality



5. Workspaces/Meeting Rooms

1. Online Evidence Room



- Create an online document library
 - List of exhibits for standards
 - Narrative summaries and reports
 - Assessment data
- Talk with IT Staff on development
 - Size of website and uploaded documents
 - Ability to modify
 - Professional layout/design
- Security vs. Accessibility

Online Evidence Room



[Home](#) [About COE](#) [About GVSU](#) [BOE Team Info](#) [General Documents](#) [Institutional Report ▾](#) [Exhibits](#) [New Exhibits](#)

Welcome to the Grand Valley State University's NCATE Continuing Accreditation Review



Reviewer Links

[Institutional Report](#)

[Standard 1](#)

[Standard 2](#)

[Standard 3](#)

[Standard 4](#)

[Standard 5](#)

[Standard 6](#)

Lists

[Programs](#)

[Syllabi](#)

[Rubrics](#)

[Candidate Samples](#)

[Program Data](#)

[GVSU's Website](#)

[GVSU COE's Website](#)



2. On-Campus Awareness



- Confirmation of Visit Dates and Examiners
- Announcements to campus
 - President/Provost
 - Faculty
 - Staff
 - Students
 - Campus Operations/ Maintenance
 - Campus Security/ parking
- Invitations of key people identified by BOE
- Promote mission and values

3. Transportation



- List of flights booked by Board Examiners
- Cars to/from Airport, Hotel, and Campus
- Drivers or rental vehicle

4. Hotel/Hospitality



- Hotel
 - Easy Accessibility to campus
 - Individual Rooms
 - Hotel Workspace
 - Meals (breakfast)and snacks
- Meals on Campus
- Dinners
 - Welcome Reception
 - List of restaurants accessible from hotel

5. Workspaces/Meeting Rooms



- BOE Team workspaces
 - Hotel Workspace
 - On-campus boardroom
 - Office Supplies
- Classrooms/conference rooms for interviews
- Meeting space for Dean

During the Visit



- Drivers and escorts
- Signs and banners
- Double-check all reservations
- Technology assistance and setup
- Confirm supplies
- Have staff on-hand for assistance

Tips



- Online evidence room
- Electronic backup of documents
- Maps and floor plans for team
- Hotel information and contacts lists
- Backup technology
- Refreshments for interviews
- Chocolate

Most Importantly



Smile and relax.

Create a welcoming environment.

Questions / Comments?



Feel free to contact either of us
if you have any questions about this presentation:

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