

Accreditation Manual

POSTSECONDARY
TITLE IV INSTITUTIONS



2008 EDITION

© 2008 by ACS WASC. All rights reserved

Accreditation Manual

POSTSECONDARY TITLE IV INSTITUTIONS

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200
Burlingame, CA 94010



2008 EDITION

CONTENTS

Important Notice	v
Preface	vii
Introduction	1
Purpose.....	1
The Self-Study	1
Self-Study Findings	2
Benefits of Accreditation	2
Self-Study Preparation	3
Training	3
Leader/Coordinator	3
Committees	3
Time	3
Self-Study Completion	4
Self-Study Report Format	5
Cover	5
Preface.....	5
List of Self-Study Committee Members.....	5
Table of Contents.....	5
Institutional and Community Characteristics	5
Standards.....	5
Glossary	5
Characteristics	6
Institutional Characteristics	6
Community Characteristics	6
WASC Standards	7
Standard 1 — Institutional Mission, Objectives, and Purpose	9
Standard 2 — Organizational Structure	15
Standard 3 — Human Resources	21
Standard 4 — Evaluation and Planning	31
Standard 5 — Educational Programs.....	37
Standard 6 — Program, Student, and Institutional Outcomes.....	53
Standard 7 — Student Services and Activities	61
Standard 8 — Learning Resources	73
Standard 9 — Financial Resources.....	85
Standard 10 — Physical Resources.....	97
The Visiting Committee	103
General	103
Institution’s Preparation Checklist	103
Visiting Committee Member/Chair Information.....	104
Appendix	
Recommendation for a Term of Accreditation	A-3
Documentation And Justification Statement.....	A-5
Sample Visiting Committee Schedule	A-11
Sample Checklist In Preparation for Committee Visit.....	A-13
Visiting Committee Report Format	A-15

Important Notice

The following condition must be met before an institution can host a Visiting Committee for preaccreditation or accreditation:

- For institutions seeking preaccreditation or accreditation, in order to provide the public an opportunity to comment on the institution's qualifications for preaccreditation or accreditation, the institution being considered must give notice in the appropriate newspaper(s) and/or other media services. This notice for comments must be made prior to hosting a Visiting Committee for preaccreditation or accreditation. The notice must state that the institution is applying for accreditation with the Accrediting Commission for Schools of the Western Association of Schools and Colleges. In addition, it must state that persons wishing to make comments should write to:

Executive Director
Accrediting Commission for Schools, WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010

Persons making comments must provide their names and mailing addresses.

For additional information on this requirement, please refer to Commission's Policy Manual, Part II, Section I, #110.

Preface

The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. The Commission provides assistance to educational institutions located in California, Hawaii, Guam, the Commonwealth of the Northern Marianas, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and East Asia. This association is composed of three commissions:

1. Accrediting Commission for Senior Colleges and Universities
2. Accrediting Commission for Community and Junior Colleges
3. Accrediting Commission for Schools

The Accrediting Commission for Schools (ACS WASC) extends its services to public, independent, church-related, and proprietary schools of the following levels and types: elementary schools; junior high/middle/intermediate schools, comprehensive/college preparatory high schools, continuation high schools, alternative high schools, occupational/vocational high schools, regional occupational programs/centers, adult schools, and vocational skill centers. Postsecondary programs, schools, and institutions accredited by ACS are non-degree granting.

This accreditation manual is designed for use by non-profit postsecondary, non-degree granting, vocational and trade institutions that are seeking to qualify for Title IV funding, primarily Pell Grants. ACS does not accredit distance education postsecondary institutions that are seeking Title IV accreditation.

Introduction

Purpose

The primary purpose of the manual is to provide guidelines for institutions examining their qualifications for initial accreditation or re-accreditation. The self-study process also serves as an evaluation tool for determining an institution's compliance with federal and Commission standards.

The WASC initial accreditation and re-accreditation processes resulted from intensive work of advisory groups composed of representatives of institutions that are Title IV compliant and other postsecondary institutions, and representatives of various businesses and industries. They synthesized the issues and concepts relating to federal requirements and WASC standards for postsecondary Title IV institutions, with a focus on students' and institutions' success in complying with WASC standards. The standards encompass ten areas. They are:

1. Institutional Mission, Objectives, and Purpose
2. Organizational Structure
3. Human Resources
4. Evaluation and Planning
5. Educational programs
6. Program, Student, and Institutional Outcomes
7. Student Services and Activities
8. Learning Resources
9. Financial Resources
10. Physical Resources

The Self-Study

The self-study process must have total commitment from the institution's governing body, administration, business and industry representatives, and every member of the staff in evaluating the educational programs offered and the related functions of the institution, in light of the institution's mission and the Commission's ten standards. Findings of the institution's staff and advisory groups while conducting the self-study are recorded in a document referred to as the Self-Study Report. This report will indicate to what extent the institution is in compliance with the Commission's ten standards. All written plans required by the criteria must have evidence that they are in effect.

Three basic commitments are essential to a successful self-study:

1. A willingness to invest the necessary time, effort, and expense.
2. The support of all institutional personnel and advisory groups.
3. A commitment to make any changes that the study shows to be needed.

Self-Study Findings

While conducting the self-study, if it is found that the institution is not in compliance with a standard, the deficiency should not be treated as if it does not exist. The area that is out of compliance should be discussed in the self-study report, and plans to correct the deficiency should be described.

Benefits of Accreditation

One major benefit from the accreditation process is that a Visiting Committee of professional colleagues during an on-site visit will validate the institution's self-study findings, as described in the self-study report, by reviewing the institution's operation, the educational programs, and the documents on file. Another benefit is the public recognition that comes with accreditation. Successful completion of the accrediting process signifies not only that the institution's services are sound, but also that it is meeting its broader responsibility to the public.

Self-Study Preparation

Training

All institutions must be certain that institutional representatives attend training sessions provided by the Accrediting Commission about eighteen months prior to hosting an accreditation Visiting Committee. The WASC website (www.acswasc.org) contains a PowerPoint presentation that is used for training of institutional personnel and can be downloaded for review purposes. However, this is not to take the place of the training session that is scheduled by ACS.

Leader/Coordinator

A leader or coordinator of the self-study should be selected who is able to motivate others, has considerable writing skills, and has the ability to organize and direct a complex project. Ideally, this person should be relieved of enough typical duties to provide the time needed to head the self-study project.

Committees

A steering committee is recommended to coordinate the work of the various committees and to provide overall supervision of the study. This committee will be responsible for organizing the results into a logical, cohesive document and for establishing schedules for each sub-committee.

Sub-committees should do an in-depth analysis of each aspect of the institution as it relates to each standard. The most desirable committee breakdown should provide one committee for each standard, but a small staff size may make this impractical.

In addition to committees that address standards, a committee should be appointed for each instructional program. These program committees will work closely with each other, sub-committees on standards, and the steering committee. Before finalizing the self-study report, there should be an opportunity for the total staff to review the reports of the committees to ensure a general consensus regarding the final report.

In order to ensure that multiple perspectives are represented in the conduct of the institution's self-study, there should be representation from the institution's various constituent groups, such as but not limited to, the institution's administrative staff, teaching faculty, support staff, students, governing body, business and industry representatives, and others that may have an interest in the institution.

Time

Adequate time should be allowed for effective planning and preparation of all studies and documents. Large, complex programs may need more time than small institutions with limited staff to complete all tasks involved in the self-study in a timely manner.

A time schedule which reflects the following elements should be developed by the steering committee or person in charge of coordinating the self-study.

1. Beginning date of the self-study.
2. Deadline for preliminary data collection.
3. Meeting dates of committees.

4. Dates for completion of committee reports.
5. Final date for review of committee reports.
6. Final date for completion of self-study report.
7. Date for completing the final review of report.
8. Target date for notifying the Commission that the self-study report is completed.
9. Target date for sending final draft of the self-study to Visiting Committee chair.
10. Tentative date of preliminary visit by Visiting Committee chair (at least 30 days prior to the Visiting Committee visit).
11. Date for Visiting Committee visit.

Self-Study Completion

The self-study report must be completed prior to the preliminary visit of the Visiting Committee chair. After approval for distribution to Visiting Committee members by the Visiting Committee chair, copies of the report must be distributed as indicated below. *Although the Visiting Committee chair is prohibited from providing guidance to institutions pertaining to the self-study, the chair is permitted to determine if the self-study is complete and ready for distribution.*

1. One hard copy and one electronic copy (CD) to the Visiting Committee chair.
2. One hard copy and one electronic copy (CD) to each Visiting Committee member.
3. One hard copy to each observer on the Visiting Committee.
4. At least one copy for the institution's files.
5. One electronic copy (CD) sent to the Southern WASC Office:

Accrediting Commission for Schools
43517 Ridge Park Drive, Suite 100
Temecula, CA 92590-3615

Note: All electronic copies must be presented on a compact disc (CD) in Microsoft Word [.doc] format.

Self-Study Report Format

Cover

The cover must include the name of the institution, the institution's address, the title of the document ("Self-Study Report"), and the date of the Visiting Committee visit.

Preface

The self-study must begin with a preface written by the chief administrator. It may contain, but not necessarily limited to, an appraisal of methods employed in conducting the self-study and the major benefits as viewed by the chief administrator and staff. It is suggested that the preface consist of 500 words or less.

List of Self-Study Committee Members

A list of self-study committee members must follow the preface. This list makes it easier for Visiting Committee members to coordinate with those people directly responsible for each standard or program area.

Table of Contents

Institutional and Community Characteristics

This section includes the narrative descriptions of institutional and community characteristics as delineated on page 6 of this manual titled "Characteristics."

List of All Courses to be Accredited for Title IV

This section includes a list of all courses to be accredited for Title IV.

Standards

This section of the self-study manual must contain the results of applying the criteria for each of the standards to an evaluation of the institution. Beginning on page 7 of this manual is a list of all WASC standards and related criteria. For each criterion, place an "X" in the "Yes" box if the institution is in compliance with that criterion. If the institution is not in compliance with a criterion, place an "X" in the "No" box. Space is provided for a brief description of what is currently in place for each criterion, and for listing key issues (if any) that need to be addressed to comply fully with the criterion within the standard. Space is also provided to list all reference materials used to support each standard and space is also provided to list reference materials for each criterion within the standards.

Glossary

To ensure that the self-study report is easy to understand, a glossary of abbreviations and terms should be included. This section may follow Standard 10 and include abbreviations and terms applicable to the institution throughout the text.

Characteristics

Characteristics of the institution and the community it serves must be described in narrative form by including the items listed below as a minimum. If the institution consists of more than one campus, characteristics must be addressed per location (history, staffing, program offerings, community information, etc.).

Institutional Characteristics

1. State the name of the institution.
2. State the address (city, state, zip code, telephone, e-mail, web site).
3. List all campuses with addresses (branches and extensions).
4. Record, briefly, the history of the institution. Be sure to include such data (if applicable) as:
 - a. Date of charter authorization.
 - b. Date first students were in attendance.
 - c. Date the institution had its first program completers or graduates.
 - d. Type of control (government agency, independent, etc.)
5. Give an overall summary of the following:
 - a. The total number and type of postsecondary technical educational programs offered (business, health, construction, etc.).
 - b. The level of offerings for postsecondary students and type of certificates awarded.
 - c. Overall enrollment number that reflects a typical calendar year.
 - d. The total number of full- and part-time administrative and instructional staff employed by the institution.
 - e. Summary of non-traditional programs (reading instruction, adult literacy, etc.).
6. Indicate which calendar system is used at the institution (quarter, semester, 6-month, 12-month, other).
7. Explain what constitutes a typical full-time student load in class hours per week.
8. Briefly describe the delivery systems the institution uses (traditional classes — lecture, lab, work-based activities; computer/media use; Internet; etc.).

Community Characteristics

1. Describe the geographic area (towns, cities, counties, etc.) served by the institution. Exhibit a map.
2. Describe the population of the areas served by the institution. Show total population of service area, and provide the source and date of this population data.
3. Describe any important population characteristics in the community served that affect the institution and its services.
4. Describe basic changes anticipated in the size or characteristics of population in the area that may affect the nature of the institution's services.

WASC Standards

In order for an institution to gain and maintain accreditation, there must be compliance with the ten (10) WASC Standards that are listed on the following pages. For the purpose of describing compliance with the Standards, the pages that follow must be completed and included as part of the self-study document. Any item that is answered “No” must be explained through a narrative response as to how and when the institution intends to meet the required standard.

For each criterion, there is a space provided for briefly summarizing what is currently being done by the institution. If there are key issues that need to be addressed to comply with or further strengthen compliance, those issues should be listed.

At the beginning of each Standard on the following pages, there should be a listing of all exhibits that support compliance with the Standard. Within each criterion, the specific supporting exhibit should be listed. Providing this information will assist the visiting team members more efficiently find the necessary documents to review.

STANDARD 1 — INSTITUTIONAL MISSION, OBJECTIVES, AND PURPOSE

Objectives of Accreditation Related to Institutional Mission, Objectives, and Purpose

1. To assure that the institution's primary mission is workforce and career development.
2. To assure that the current mission, objectives, and purpose are clearly stated and are publicly available.
3. To assure that the mission, objectives, and purpose are formulated with broad-based participation by the institution's stakeholders and promoted by a program of public information and community relations.
4. To assure that the mission, objectives, and purpose are subject to systematic and periodic review and evaluation by the institution's stakeholders.

Standard 1 — Institutional Mission, Objectives, and Purpose

All Exhibit(s) Referenced for this Standard:

Criteria

1. **The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement. (Objective 1-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution.**

(Objective 1-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 3. The institution has an appropriated publication that accurately presents its mission statement and the education programs offered to achieve its mission.**

(Objective 1-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. The current mission statement is publicly available and is used consistently in publications.**

(Objective 1-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 5. An organized and functional institutional advisory committee composed primarily of external personnel is used to provide community involvement in maintaining a relevant mission for the institution.**

(Objective 1-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. A program of public information and community relations is maintained to promote the institution's mission in its community.**

(Objective 1-3)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 7. An annual evaluation of the mission statement by the faculty, administration, and institutional advisory committee is made and documented to assure that the institution is meeting its educational commitments.**

(Objective 1-4)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibit(s) for Standard 1 — Institutional Mission, Objectives, and Purpose

Documentation that supports each criterion must be provided for the Visiting Committee to review. The following list is provided as a sample of Exhibits used by institutions to document compliance with the standards and criteria. The materials used as Exhibits should be displayed as “Exhibits” in the room at the institution to be used as the “Visiting Committee Work Room.” One display method is to file Exhibits by standard in file boxes. Another method is to use three-ring binders.

1. List of institutional advisory committee members by name, title, professional/business affiliation, and address
2. Minutes of institutional advisory committees, faculty meetings, administrative councils, student committees, etc. since the last accreditation committee visit or since becoming a candidate for accreditation
3. Institution’s Catalog
4. Student Handbook
5. Institution’s Web Site and E-Mail address
6. Plan for public information and community relations
7. Procedures for documenting the types and amounts of the public information and community relations activities of the institution
8. Descriptive community information
9. Chamber of Commerce publications
10. Map of service area
11. Map of city

STANDARD 2 — ORGANIZATIONAL STRUCTURE

Objectives of Accreditation Related to Organizational Structure

1. To assure that the institution has a properly constituted governing body with legal authority and responsibility for the institution's operations.
2. To assure that the governing body designates a chief administrative officer to whom is delegated the responsibility for the institution's operations.
3. To assure that the institution is organized to promote effective and efficient operation of the educational and training programs and non-instructional services to students.

Standard 2 — Organizational Structure

All Exhibit(s) Referenced for this Standard:

Criteria

1. The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control.

(Objective 2-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.

(Objective 2-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **The authority for implementation of the governing body's policies is delegated to a chief administrative officer, who is responsible for the institution's operation.**

(Objective 2-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The chief administrative officer is the official of record for all purposes of the WASC office, has his/her office on the main campus, and is the WASC office's point of contact with the institution, including branches, if any.**

(Objective 2-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **An organizational chart is available that shows the functional relationships among the personnel of the institution.**

(Objective 3-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. The organizational structure is designed to promote the effective operation of educational programs and institutional services for the students.**

(Objective 3-3)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 2 Organizational Structure

1. Charter, order, or legislative authorization, if applicable
2. Information concerning the location of all original current licenses for each campus when required
3. List of institution's governing board members by name, title, professional/business affiliations, and address
4. Policies of the governing board
5. Organizational charts
6. Copy of any contract between the institution and any agency, corporation, institution, or individual that involves processing financial aid, instruction, administration, recruiting, placement services, etc.

STANDARD 3 — HUMAN RESOURCES

Objectives of Accreditation Related to Human Resources

A – General

1. To verify that accurate and current job descriptions are available for all employee positions.
2. To verify that appropriate and published complaint/grievance procedures for employees are maintained and followed equitably.
3. To verify that appropriate and published procedures for evaluating the effectiveness of employees are maintained and followed equitably.
4. To verify that appropriate orientation procedures for all employees are maintained and followed equitably and that all employees are provided access to current copies of institutional policies.

B – Faculty

1. To assure that the number of faculty is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that the faculty, including adjuncts, are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.
3. To verify that, in addition to teaching, faculty are appropriately involved in curriculum development, student advisement, work with business and industry, and planned programs of professional development in order to remain current in their teaching fields.

C – Administrative and Supervisory Personnel

1. To assure that the number of administrative and supervisory personnel is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that administrative and supervisory personnel are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.

D – Instructional Support Staff

1. To assure that the number of instructional support staff is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that instructional support staff are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.

E – Non-Instructional Support Staff/Services

1. To verify that there are adequate non-instructional support staff/services provided by qualified personnel (or contracted services) to support the institution's mission.

Standard 3 — Human Resources

All Exhibit(s) Referenced for this Standard:

Criteria

A - General

- 1. Duties and responsibilities of each position are specified in written job descriptions made available to staff members.**

(Objective 3-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. The institution has provided and implemented appropriated and published procedures for handling complaint/grievances for faculty and staff, consistent with the policies of the institution's governing board.**

(Objective 3-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Appropriate procedures have been developed for the continuous evaluation of the performance and effectiveness of all institutional employees, with at least an annual written formal review and evaluation.**

(Objective 3-A-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Appropriate orientation procedures for all employees are maintained and followed equitably.**

(Objective 3-A-4)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Faculty

1. **The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.**

(Objective 3-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **Each faculty member has at least a high school diploma (or its equivalent) and demonstrated competency in the technical area of instruction.**

(Objective 3-B-2)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.**

(Objective 3-B-2)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution plans, provides, supports, and annually documents professional growth opportunities for participation by all faculty members.**
(Objective 3-B-2, 3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact.**
(Objective 3-B-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Administrative and Supervisory Personnel

1. **The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.**
(Objective 3-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **All administrative and supervisory personnel possess the necessary education and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

(Objective 3-C-2)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

D – Instructional Support Staff

1. **The institution has a sufficient number of instructional support staff members to fulfill its mission and operate its programs.**

(Objective 3-D-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **Clerical personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed.**

(Objective 3-D-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **All instructional support staff possess the necessary education and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

(Objective 3-D-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

E – Non-Instructional Support Services

1. **Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.**

(Objective 3-E)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **Preventative maintenance services are provided to ensure continued operation of the facilities.**

(Objective 3-E)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 3 — Human Resources

1. Faculty handbook
2. Plan for faculty selecting and development
3. Faculty orientation program
4. Job descriptions
5. Resumé of each instructional and administrative staff member
6. Copies of annual written formal evaluations for each staff member
7. Plan for staff evaluation
8. Salary schedules
9. Plan for professional growth of faculty
10. Documentation of faculty participation in professional growth activities

STANDARD 4 — EVALUATION AND PLANNING

Objectives of Accreditation Related to Evaluation and Planning

1. To assure that the programs being offered are consistent with the mission, objectives, and purpose of the institution.
2. To ensure that the institution uses a systematic program of evaluation and planning to determine its effectiveness in accomplishing its mission.
3. To assure that planning involves all relevant constituencies.
4. To ensure that planning and evaluation lead to the establishment of priorities and to appropriate action.
5. To ensure that a system is used for gathering and utilizing objective data for institutional planning and to facilitate the institution's process of continuous improvement.

Standard 4 — Evaluation and Planning

All Exhibit(s) Referenced for this Standard:

Criteria

- 1. Evidence that programs are consistent with the institution's mission.**

(Objective 4-1, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. Involvement of staff, faculty, advisory committees, and appropriate national, state, and local agencies in formulation and implementation of the plan.**

(Objective 4-2, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Occupational surveys and other related studies.

(Objectives 4-2, 3, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. Provision for all proposed expansions and modifications to facilities.

(Objective 4-4, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. Financial resources for continuing programs.

(Objective 9-1, 2, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. In the case of each new program, assessment of the availability of qualified instructors and development of (a) priorities, (b) curriculum, (c) cost estimates, (d) potential enrollment figures (including disadvantaged and handicapped), and (e) facility and equipment needs.**

(Objective 4-4, 5 and Objective 3-3-B)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 4 — Evaluation and Planning

1. Institution's strategic plan
2. State plan (public institutions only)
3. Master campus plan with identified priorities
4. Studies of enrollment trends and/or statistics
5. Appropriate state, regional, county, or city studies

STANDARD 5 — EDUCATIONAL PROGRAMS

Objectives of Accreditation Related to Educational Programs

A – Admissions/Recruiting

1. To verify that admissions policies are clearly stated, published, and administered uniformly.
2. To assure that the admissions policies are relevant to the student's ability to complete the educational programs offered.
3. To assure that all recruiting/admissions activities and materials are ethical and accurate.

B – Programs

1. To verify that the educational programs offered by the institution are congruent with the mission and objectives of the institution.
2. To ensure that each program incorporates current job market requirements in its instruction through involvement of the constituencies served.
3. To assure that courses required for each program are offered with sufficient frequency for the student to complete the program within publicized time frames.
4. To assure that opportunities are provided for students to obtain exposure to and appreciation of the dynamics of the industry/occupational environment for which they are being prepared.
5. To assure that all programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent with those offered on the main campus.
6. To assure that the clock hour to credit hour ratio meets the minimum acceptable requirements as defined in the criteria.
7. To assure that all programs provide for timely and meaningful interaction among faculty and students.

C – Instruction

1. To assure the integration of academic and occupational education in instructional programs.
2. To assure that instruction is competency-based, including current knowledge, skills, and work ethics relevant to the occupations for which the programs prepare students.
3. To assure that competencies are taught with equipment and in settings reflecting current work-place requirements.
4. To require documentation that instruction for each program is organized to achieve its objectives.
5. To require that methods of evaluating individual student achievement are used to document student progress and that the results are made part of the student's permanent record.
6. To require that work-based activities have objectives appropriate for the respective programs and are properly planned and supervised.

Standard 5 – Educational Programs

All Exhibit(s) Referenced for this Standard:

Criteria

A – Admissions/Recruiting

- 1. The institution’s admissions policies are clearly stated, published, and made available to students prior to enrollments.**

(Objective 5-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. The institution clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions.**

(Objective 5-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.**

(Objective 5-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **For all students admitted on an “ability to benefit” basis, the institution has written admissions procedures, applies these uniformly, provides documented evidence on how they are used, maintains records on student progress, and regularly evaluates the effectiveness of the of the procedures used in admitting these students.**

(Objective 5-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.**

(Objective 5-A-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. Prior admission, students are informed of the costs of the program and any equipment and services required.**

(Objective 5-A-3)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Programs

- 1. Occupational education programs offered by the institution are congruent with the mission of the institution and with the occupational needs of the people served by the institution.**

(Objective 5-A-2 and 5-B-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The objectives for each educational program are evaluated annually.**

(Objective 5-B-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **The occupational education program has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content.**

(Objective 5-B-2)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **A systematic process has been implemented to document that the objectives and content of programs are current.**

(Objective 5-B-2)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **At least every two years, potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency test, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion, and appropriateness of the delivery mode for the program.**

(Objective 5-B-2 and 5-B-4)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **The institution considers the length and the tuition of each program in relation to the documented entry level earning of completers.**

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.**

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. **All programs, regardless of location or time or mode of delivery, are qualitatively consistent with those offered on the main campus, and must:**

a. Be approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Have an appropriate involvement of on-campus administrators and faculty in planning approval, and on-going evaluation.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Have individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Be described in appropriate catalogs, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, and admission and academic requirements, and information technology requirements.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

**e. Provide for timely and meaningful interaction among faculty and students.
(Objectives 5-B-5 and 5-B-7)**

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

9. **A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 hours of laboratory, or 30 clock hours of work-based activities.**

(Objective 5-B-6)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Instruction

1. **Academic competencies and occupational skills are integrated into the instructional program for each occupational area.**

(Objective 5-C-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The instructional programs provide training in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.**

(Objective 5-C-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Occupational advisory committees are used to ensure that desirable, relevant, and current practices of the occupations are being taught. Each committee (a) is composed of at least three members external to the institution, (b) meets at least twice annually, and (c) keeps minutes of each meeting to document their activities and recommendations. In any case where an institution elects to use only one advisory committee to serve as both the institutional advisory committee and the occupational advisory committee, the committee must conform to the requirements set forth in the definition for an occupational advisory committee.**

(Objectives 5-b-2 and 5-c-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. Job-related health, safety, and fire-prevention are an integral part of instruction.
(Objectives 5-c-2 and 5-c-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 5. To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used the occupation.
(Objective 5-c-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. Instruction in classrooms, shops, and laboratories is effectively organized as evidenced by course outlines, lesson plans, competency tests, and other instructional materials.
(Objective 5-c-4)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **The institution uses a systematic, objective, and equitable method of evaluation student achievement based on required competencies.**

(Objective 5-c-5)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. **Each work-based activity has a written training plan for students specifying the particular objectives, experiences, competencies, and evaluations that are required.**

(Objective 5-c-6)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

9. **The training plan designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.**

(Objective 5-c-6)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 10. All work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications.**

(Objective 5-c-6)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 5 — Educational Programs

1. Institution's Catalog
2. Student Handbook
3. Brochures and other recruiting materials
4. Plans for recruitment
5. Schedules for classes
6. Program syllabi and/or comprehensive outlines
7. Program examinations
8. Written procedures for admission of students on "ability to benefit" basis and documented evidence on use of the procedures
9. Copies of evaluations of the effectiveness of procedures used in identifying students who are capable of benefiting from the education offered
10. Written procedures for adding or dropping programs
11. Work-based activities instructional plan
12. Documentation that three bona fide potential employers have review and recommended requirements for admission, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for each existing program, each new program, and each substantively revised program
13. Documentation that program outcomes are assessed continuously
14. Documentation that each program's mission has been evaluated annually
15. List of occupational advisory committee members by program giving name, title, professional/business affiliation and address, if applicable
16. Copies of the minutes of meetings of the occupational advisory committees, if applicable, since the last accreditation Visiting Committee visit or since becoming a candidate for accreditation

STANDARD 6 — PROGRAM, STUDENT, AND INSTITUTIONAL OUTCOMES

Objectives of Accreditation Related to Program, Student, and Institutional Outcomes

1. To assure that the institution has developed and utilizes effective means of evaluating the appropriate competencies (knowledge and skill levels) of students in each occupational program.
2. To verify that the institution evaluates program outcomes through a systematic plan for assessing program effectiveness, efficiency, and relevance by achieving specified quantitative requirements with respect to: (a) program completion, (b) job placement, and (c) licensure examinations.
3. To assure that program completers and employers are satisfied with the education and/or training that was received.

Standard 6 — Program, Student, and Institutional Outcomes

All Exhibit(s) Referenced for this Standard:

Criteria

- 1. Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made part of his/her record.**

(Objective 6-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. The institution submits program completion data each year to the WASC office, as a part of the annual report, for comparisons with similar WASC accredited institutions and takes any actions required by WASC due to the overall placement rate being unacceptably lower than the placement rates for peer institutions.**

(Objective 6-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **For each educational program requiring a licensure examination, the institution submits licensure performance data each year, as a part of the annual report, to the WASC office for comparison with similar WASC accredited institutions and takes any actions required by WASC due to the overall licensure examination pass rate being unacceptably lower than the licensure examination pass rates for peer institutions. (Objective 6-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:**

a. Identification of responsibility for coordination of all follow-up activities.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Collection of information from completers and employers of completers.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Placement and follow-up information used to evaluate and improve the quality of program outcomes.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. All instructional personnel and administrative staff. (Objective 6-3)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 6 — Program, Student, and Institutional Outcomes

1. Written plan for placement of students
2. Written plan for follow-up of students
3. Placement and follow-up data and studies
4. Documentation showing percentage of completers for each program
5. Documentation showing pass rate for each program requiring a licensure exam
6. Copy of forms used in placement and follow-up
7. File of employers and employment opportunities
8. File on other appropriate educational institutions

STANDARD 7 — STUDENT SERVICES AND ACTIVITIES

Objectives of Accreditation Related to Student Services and Activities

1. To assure that adequate and appropriate student services are available to support the mission and programs of the institution. These services include:
 - a. Counseling; b. Orientation; c. Records; d. Grievances; e. Academic Advisement; f. Financial Assistance; g. Health and Safety; h. Others as appropriate to the institution.
2. To assure that the institution provides placement services for all program completers and conducts follow-up studies of completers and employers of completers.

Standard 7 — Student Services and Activities

All Exhibit(s) Referenced for this Standard:

Criteria

1. Tests and other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program placement services to students. (Objective 7-1-a)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution. (Objective 7-1-b)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **A designated staff member is responsible for maintaining official files and records of students. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Written procedures for access to student records are established to protect their confidentiality, limiting access to authorized personnel only. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution, upon request by students, provides transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. All period of enrollment, financial, academic, and current educational progress records are available at the institution.**

(Objective 7-1-c)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 7. Preserving and protecting student records is provided either by the use of fireproof storage devices, duplicate physical or computer records, security files, or other measures that ensure both the preservation and security of the records.**

(Objective 7-1-c)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 8. The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook. WASC's mailing address and telephone number are included to provide for cases where the grievance is not resolved at the institutional level. (Objective 7-1-d)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 9. The institution provides academic advisement services to assist student in planning and completing the occupational education programs that they pursue. (Objective 7-1-e)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 10. If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of WASC for as long as required by the U.S. Department of Education to maintain a plan. (Objective 7-1-f)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 11. The institution has adopted and implemented a written plan for the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus; and the plan is evaluated regularly. (Objective 7-1-g)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 12. A system is in effect for reporting and investigating all incidents affecting health and safety. (Objective 7-1-g)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 13. The institution is responsible for any reasonable accommodation of students who are identified to have special needs. (Objective 7-1-h)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 14. The institution has a written plan for determining the effectiveness of student personnel services, for documenting an annual evaluation of these services, and for disseminating the results to the staff so that pertinent information can be used to improve the student personnel services. (Objective 7-1-a through h)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 15. The institution provides placement services for all program completers. (Objective 10-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 16. The institution demonstrates that it is following a written plan for placement services, including the following elements:**

a. Identification of responsibility for coordination of services.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Communications network between the placement coordinator, the staff, the faculty, and various businesses and industries of the service area.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. File/listing of employers and employment opportunities.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Counseling of students.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission. (Objective 10-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 7 — Student Services and Activities

1. Written procedures for furnishing students, completers, employers, and others with transcripts
2. Written procedures for access to student records
3. Student personnel records, including admission and scholastic records
4. List of student advisors
5. Placement and follow-up data and studies
6. Student-generated publications (if any); list of student complaints filed in accordance with the institution's student grievance policy since the most recent accreditation Visiting Committee visit (format to include name of complainant, date filed, nature of complaint, and resolution of the complaint)
7. Plan for emergency medical care
8. Copy of system and forms used in reporting accidents
9. Written plan and evaluation on the effectiveness of student personnel services

STANDARD 8 — LEARNING RESOURCES

Objectives of Accreditation Related to Learning Resources

1. To verify the presence and adequate maintenance of learning resources appropriate and essential for the achievement of the objectives for each program offered.
2. To verify that the learning resources are readily available and used by students and faculty.
3. To verify that all learning resources meet applicable safety standards.

Criteria of Accreditation Related to Standard 8 — Learning Resources

All Exhibit(s) Referenced for this Standard:

Criteria

A – Media Services

1. **The institution has a written plan for its media services which is appropriate for the institution and includes the following:**

a. The scope and availability of the services.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purpose and support its educational programs.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Roles and responsibilities of designated staff member(s)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. Orientation for user groups (i.e., instructors, students, and others).

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

f. Facilities essential for using media materials.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

g. Annual budgetary support for the services.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

h. Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services. (Objectives 8-1 and 8-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. A current inventory of media resources is maintained. (Objective 5-1)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies. (Objective 8-1)

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting objectives of the education program(s). (Objective 8-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **Media services, facilities, and materials are accessible and available for use by students and instructors. (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Instructional Equipment

1. **The institution has a system of instructional equipment inventory. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **Funds are budgeted to provide instructional equipment at a level that assures quality occupational education. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 3. The institution has a system for emergency acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.**

(Objective 8-1)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. Relevant and up-to-date equipment is available to support the instructional programs offered by the institution. (Objectives 8-1 and 8-2)**

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment. (Objectives 8-1 and 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **All instructional equipment meets appropriate and required safety standards. (Objective 8-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Instructional Supplies

1. **Instructional supplies are available to support the instructional programs offered by the institution. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The institution has a system for purchasing and storing instructional supplies. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Funds are budgeted to provide supplies at a level that assures quality of occupational education. (Objective 5-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution has a system for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction. (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. First aid supplies are readily available. (Objective 8-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. All instructional supplies meet appropriate and required safety standards. (Objective 8-3)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 8 — Learning Resources

1. Plan for media services
2. Plan for evaluating media services
3. Copy of media resources inventory
4. Budget for media services

STANDARD 9 — FINANCIAL RESOURCES

Objectives of Accreditation Related to Financial Resources

1. To verify that the institution has the necessary financial resources to achieve the objectives of its programs and services.
2. To verify that the institution has the financial stability to enable it to continue to meet financial obligations and achieve its objectives.
3. To verify that all revenues and expenditures are capably managed and accurately documented.
4. To verify that the institution complies with applicable refund policies for tuition, fees, and other institutional charges.

Criteria of Accreditation Related to Standard 9 — Financial Resources

All Exhibit(s) Referenced for this Standard:

Criteria

1. **A qualified financial officer or department oversees the financial and business operations of the institution. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the training of all students enrolled. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution considers its financial resources as a basis for short-range and long-range planning. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution uses adequate auditing and budgetary controls and procedures in keeping with local, state, and federal requirements. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **The institution exercises proper management, financial controls, and business practices. (Objectives 9-1, 9-2, and 9-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **All persons in private institutions handling institutional funds or revenues from any source are bonded. (Objective 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. **All persons in public institutions handling institutional funds from any source are in compliance with applicable state laws as they pertain to the protection of public funds.**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 9. Financial aid programs utilizing public and/or private funds are capably administered and accurately documented. (Objective 9-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 10. Qualified personnel are responsible for proper record keeping, reporting, and auditing. (Objective 9-4)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Special Requirement for Public Institutions (Item 11)

- 11. The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Special Requirement for Non-Public Institutions (Items 11 and 12)

- 12. To document financial stability, the institution submits to WASC, as a part of the annual report, the annual audited financial statements prepared by an independent certified public accountant. Financial statements adhere to Generally Accepted Accounting Principles (GAAP) and are prepared in accordance with Generally Accepted Government Auditing Standards (GAGAS). A separate income statement must be provided for the main campus and each branch campus. For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

13. As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:

a. A minimum ratio of current assets to current liabilities of 1 to 1.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. A minimum ratio of total assets to total liabilities of 1 to 1.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. A two-year history of net income or the absence of a net loss within the last two years.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. No contingent liabilities or on-going litigation that could potentially affect the institution's ability to continue operation. (Objective 9-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Refund Policy

14. The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All the following are elements of a fair and equitable plan:

a. The institution's refund policy is published in the catalog and uniformly administered.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Refunds, when due, are made without requiring a request from the student.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. The institution complies with WASC refund policies for tuition, fees, and other institutional charges. (Objective 7-4)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 9 — Financial Resources

1. Copy of the institution's past, current, and projected budgets
2. Financial management policies and procedures
3. Normal purchasing policies and procedures
4. Emergency purchasing procedures and policies
5. Student financial aid records and procedures
6. Copy of financial statements, including notes, audited by an independent certified public accountant for the two most recent fiscal years

STANDARD 10 — PHYSICAL RESOURCES

Objectives of Accreditation Related to Physical Resources

1. To verify the presence and adequate maintenance of physical resources appropriate and essential for the achievement of the objectives for each program offered.
2. To assure that the physical resources provide for the protection of health and safety of students, faculty, administrative staff, and visitors.

Criteria of Accreditation Related to Standard 10 — Physical Resources

All Exhibit(s) Referenced for this Standard:

Criteria

1. A long-range plan for facility and campus improvement has been developed and is maintained. (Objectives 10-1 and 10-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. An appropriate plan for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures) has been developed, is in use, is available to employees and students, and is regularly evaluated/revised. (Objectives 10-1 and 10-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 3. Existing physical plant at all locations provides adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, etc. (Objective 10-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. An appropriate plan for assuring the health and safety of the institution's employees, students, and guests has been developed; includes a system for reporting and investigating accidents; is in use; has been distributed to employees; is available to students; and is regularly evaluated/revised with appropriate input from employees and students. (Objective 10-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 10 — Physical Resources

1. Plan for facility maintenance
2. Evaluation of the effectiveness of the maintenance program
3. Plan for facility custodial care
4. Reports of safety inspections
5. Insurance policies for facilities
6. Copy of facilities lease agreements
7. Copy of safety and security plan for real, threatened, or impending danger
8. Evaluations of the safety and security plan
9. Copy of current equipment inventory
10. Copy of current supply inventory
11. Copy of equipment lease agreements
12. Insurance policies for equipment
13. Insurance policies for equipment
14. Equipment lease agreements
15. Written plan for maintaining equipment and for replacing or disposing of obsolete equipment
16. Written records to document continued maintenance of equipment

The Visiting Committee

General

The Visiting Committee is intended to give the institution objective consultation from a group of experienced educators who are familiar with the types of programs being offered. The committee's assignment is to verify that the institution has conducted an extensive self-study, which reflects an accurate assessment of the institution based on the institution's mission and the standards of the Commission. This will provide the basis for an unbiased, objective report to the Commission.

The Commission staff will determine the number of Visiting Committee members based primarily on the number of students enrolled. However, other factors, such as number of programs, campuses, and distance between campuses may also be considered in determining the size of the Visiting Committee.

Institution's Preparation Checklist

1. Visiting Committee Chairperson and the institution's Self-Study Coordinator (SC) will communicate prior to the visit.

Prior to the visit, the Visiting Committee chairperson will be in communication with the SC and chief administrator to establish schedules along with other logistical items in preparation for the visit. The chief administrator and the chairperson should establish an initial date for the chairperson to make a preliminary visit to the institution. Through this contact, the chair will become familiar with the institution, determine progress in the completion of the self-study, and begin to develop a detailed schedule for the visit. *Please note that chairs may determine progress being made in completing the self-study. They are also to determine if the self-study is ready for distribution to Visiting Committee members. However, chairs may not provide any input, guidance, or advice with respect to writing the self-study or the quality of the contents. If the institution needs input or advice in these or other areas as the self-study is being developed, please contact the WASC office for assistance.*

2. SC makes physical arrangements for the Visiting Committee. This includes such areas as housing, transportation, and adequate workspace. Word processing and copy services should be available to the committee, if needed.
3. The SC should arrange for space to Exhibit(s) materials that support the self-study.
4. The Visiting Committee will prepare a report and present its findings.
5. The SC will send ten (10) copies of the Visiting Committee report to the Northern WASC Office (Burlingame) and distribute copies to all stakeholder groups.

Accrediting Commission for Schools, WASC
Northern WASC Office
533 Airport Blvd., Suite 200
Burlingame, CA 94010-2009

6. After the visit, the SC facilitates the development of the institution's action plan that may be required to address areas of non-compliance with WASC standards identified by the Visiting Committee. The institution sends one copy of the action plan to the Southern WASC Office (Temecula) and distributes copies to all stakeholder groups.

In advance of the Visiting Committee's arrival, the entire staff should be briefed as to what they may expect, and what will be expected of them. The Visiting Committee will be interested in identifying the institution's strengths and its compliance with the standards, as well as ascertaining its challenges. The principle of confidentiality will be rigorously observed by members of the Visiting Committee.

Visiting Committee Member/Chair Information

Detailed information for Visiting Committee members and chairs will be provided during the training sessions. This will include a checklist of areas to cover prior to, during, and after the visit. Some helpful information is available in the appendix of this manual. A member/chair training PowerPoint is available on the WASC website for review purposes.

APPENDIX

The appendix contains the following information:

1. Recommendation options for terms of accreditation
2. Documentation and Justification Statement form
3. Sample visit schedule
4. Suggested Institution's Check List for Committee Visit
5. Visiting Committee Report Format



CONFIDENTIAL

Accrediting Commission for Schools

533 Airport Boulevard, Suite 200
Burlingame, California 94010
(650) 696-1060 • Fax (650) 696-1867

E-mail: mail@acsasc.org • Website: www.acsasc.org

DAVID E. BROWN, PH.D.
EXECUTIVE DIRECTOR

MARILYN S. GEORGE, ED.D.
ASSOCIATE EXECUTIVE DIRECTOR

GEORGE BRONSON, ED.D.
ASSOCIATE EXECUTIVE DIRECTOR
OPERATIONS

Postsecondary Title IV Institutions Recommendation for a Term of Accreditation

Name of Institution Visited: _____

Address of Institution: _____

Name of District: _____

Form Used in Self-Study: _____

Visit: _____

Date of Visit: _____

Programs to be Accredited: _____

Enrollment: _____

The Visiting Committee's CONFIDENTIAL recommendation to the Accrediting Commission:

	A Term of Accreditation for Six Years: A term of six years requires an annual written Compliance Reports to the institution's governing board and WASC office.
	A Term of Accreditation for Two Years: If the institution's primary program offering(s) have a duration of more than two years in length, the term shall be no longer than two years to correct compliance deficiencies. Annual written Compliance Reports to the institution's governing board and WASC office are required.
	A Term of Accreditation for Eighteen (18) Months: If the institution's primary program offering(s) have a duration of more than one year but less than two years in length, the term shall be no longer than eighteen (18) months to correct compliance deficiencies. Annual written Compliance Reports to the institution's governing board and WASC office are required.
	A Term of Accreditation for One Year: If the institution's primary program offering(s) have a duration of one year or less in length, the term shall be no longer than one year to correct compliance deficiencies. Annual written Compliance Reports to the institution's governing board and WASC office are required.
	Denial of Accreditation: Denial of accreditation based on conditions detailed in the Visiting Committee Report.

NOTE: The Commission reserves the right to grant terms of accreditation other than those above, including a recommendation for a full self-study at any time. Such action will follow a Commission review of the Visiting Committee Report. In the event of a formal appeal, this document will be provided to the chief administrator.

VISITING COMMITTEE MEMBERS

_____	_____
_____	_____
_____	_____
_____	_____
Type or print name	Signature

	Committee CHAIRPERSON
	Date

WASC POSTSECONDARY TITLE IV INSTITUTIONS DOCUMENTATION AND JUSTIFICATION STATEMENT

For proper processing, please complete the following information:

Chair Name		Name and City of Institution Visited
Chair's Work Phone	Chair's Home Phone	Alt. number during end of June (if applicable)
E-mail address (if applicable)		

Complete the Narrative Rationale for each standard. Check the box of the rating that best fits the results of the self-study and the visit that was selected through Visiting Committee dialogue and consensus.

- **In Compliance:** The results of the self-study and the visit provide evidence that this standard is in compliance with WASC standards.
- **Out of Compliance:** The results of the self-study and the visit provide evidence that this standard is out of compliance with WASC standards.

An accreditation term will be based upon an institution demonstrating compliance with all of the following ten (10) standards:

- 1. The institution has defined its mission, objectives, and purpose through the expectations for student performance/outcomes and the WASC standards. (Standard 1)**

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

2. There is an organizational structure that supports high levels of performance/ outcomes for all students. (Standard 2)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

3. The human resources are sufficient to carry out the operations of the institution and support the learning needs of students. (Standard 3)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

4. There are evaluation and planning strategies in place to ensure that the programs being offered are, and continue to be, consistent with the mission, objectives, and purpose of the institution. (Standard 4)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

- 5. The educational programs are clearly stated, published, administered uniformly, relevant to student abilities, and promotional materials are ethical and accurate. (Standard 5)**

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

- 6. The institution has developed and utilizes effective means of (A) evaluating the appropriate competencies (knowledge and skill levels) of students in each program; (B) assessing program effectiveness; and (C) assessing employer and program completers' satisfaction. (Standard 6)**

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

- 7. There are adequate and appropriate student services that are available to support the mission and programs of the institution. (Standard 7)**

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

8. There are adequate learning resources readily available for student and teacher use that are appropriate and essential for the achievement of the objectives for each program offered. (Standard 8)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

9. The institution has the necessary financial stability and resources to achieve the objectives of its programs and services. (Standard 9)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

10. There are adequate, appropriate, well-maintained, safe physical resources to achieve the objectives for each program offered. (Standard 10)

Visiting Committee Rating: In Compliance Out of Compliance

Narrative Statement:

Provide a brief narrative, which summarizes the Visiting Committee's rationale for the recommended term: *(If there is an unresolved minority opinion please indicate and explain.)*

- **Term options seriously considered**
- **Reasons for the term recommended**

Provide a list of all courses (by course title) that are to be accredited:

SAMPLE VISITING COMMITTEE SCHEDULE

First Day Arrive by 3:00 pm at accommodations arranged by the institution and Visiting Committee chair. A briefing session of Visiting Committee is conducted by the chair normally starting at 4:00 pm and lasting approximately an hour. An optional social function may be arranged for 6:30 pm that could include institutional personnel, governing body members, advisory committee members, local community leaders, and the Visiting Committee. If time permits during this first day of activities, a brief tour of the institution's facilities may be included.

<u>Second Day</u>	7:30 am	Breakfast meeting with Visiting Committee
	8:30 am–noon	Visiting Committee work: interviews, class visits, review of documents, etc.
	Noon–1:30 pm	Lunch
	1:30–4:00 pm	Visiting Committee continues work
	4:00–5:00 pm	Assessment of Visiting Committee progress (continue after dinner if necessary)

<u>Third Day</u>	7:30 am	Breakfast meeting with Visiting Committee
	8:30 am–noon	Visiting Committee work: interviews, class visits, review of documents, etc.
	1:00 pm	Visiting Committee writing to be completed and submitted to chair
	1:00–2:00 pm	Oral report on findings and recommendations to administrative staff of institution
	2:00–3:00 pm	Final oral report on findings to stakeholders

Note: The schedule may be modified to adjust for the size of the institution and the number of branch campuses and where they are located. In some cases, it may be possible to complete the visit in one day for small institutions that may have just one site. The chair, in consultation with the head of the institution, should adjust the schedule to fit the situation.

SAMPLE CHECKLIST IN PREPARATION FOR COMMITTEE VISIT

- _____ Self-Study duplicated (45 days before visit)
- _____ *Visiting Committee chair's preliminary visit made (30 days before visit)
- _____ Self-Study mailed to Visiting Committee members after approval by chair (20 days before visit)
- _____ Self-Study mailed to the Commission 20 days before the visit (a CD only in Microsoft [.doc] format. NO hardcopy, please. *Be sure the name and address of the institution is clearly written on the CD.*)
- _____ *Hotel/motel reservations made for Visiting Committee
- _____ Visiting Committee members notified of hotel/motel arrangements
- _____ *Arrangements made to meet Visiting Committee members at airport and transport them to hotel/motel (if needed)
- _____ *Place for the preliminary meeting of the committee, on the first day of the visit, before any evening function
- _____ *Meeting room arranged at hotel/motel for evening meetings of the committee, if requested by the chair
- _____ *Meeting room arranged for the committee at the institution. Check with the chair about supplies and equipment that may be needed (computers, paper, pencils, etc.)
- _____ Transportation arranged for travel to branch campuses, extension classes, and/or instructional service centers
- _____ Transportation arranged for travel to and from hotel/motel each morning and evening
- _____ Place arranged for final meeting of committee with staff on last day
- _____ Transportation arranged for travel to airport or hotel/motel after final report
- _____ Clerical assistance arranged for, if requested by the chair
- _____ Name tags prepared for staff and Visiting Committee members

*Must be mutually agreed upon with Visiting Committee chair.

VISITING COMMITTEE REPORT FORMAT

Chapter I: Institution/Student/Community Profile

- Briefly summarize the basic information that helps to describe the institution, its students, and the community it serves. Comment on such areas as the facilities, the institution's setting (rural, industrial, suburban), the history of the institution, who operates it, and other areas that will help the Commission gain an overall snapshot of the institution.
- Comments may also be made on significant findings that may not have been addressed in the institution's self-study.

Chapter II: Progress Report

- Briefly comment on the institution's major changes (if any) since the last self-study.
- If the institution was out of compliance with any of the WASC standards at the time of the last self-study, or during any of its annual Compliance Reports, discuss how the institution followed up on remediating compliance issues.

Chapter III: Self-Study Process

- Comment on the institution's self-study process with respect to such areas as:
 - The involvement of administration, staff, students, board members, community members, and other stakeholders
 - The timeliness of the completion of the self-study document
 - How well the observable evidence correlates with the information contained in the self-study
 - How complete the Exhibit(s) were in providing documentation to support the institution's claims of compliance with standards
 - How well the observable evidence supports the institution's identified areas for growth and compliance with WASC standards.

Chapter IV: Institution's Compliance with WASC Standards

- After reviewing each criterion within the ten (10) standards, list the areas (if any) that do not meet the minimum thresholds of compliance.
- Comment on any criteria in which the institution appears to demonstrate strengths. For example, if an institution's community connections seem especially strong and significantly surpass the minimum threshold of compliance, list that as a strength.

Chapter V: Ongoing Institutional Development

- Include a brief statement summarizing the institution's plans to address areas (if any) in which it is out of compliance with WASC standards.
- Indicate any impediments that may hamper bringing the institution into full compliance with WASC standards.
- Even if the institution has met the minimum thresholds of compliance with all the WASC standards, indicate areas where the institution should further improve its programs and/or procedures.
- Indicate any impediments that may hamper further improvement of the institution.