

## ON-SITE EVALUATION: DOCUMENTATION FOR ON-SITE EVALUATIONS

This list includes some of the documentation from the standards and criteria that evaluation teams will need to review during the institution's on-site visit. These items must be readily available for the team to review and is not an inclusive list of the items that will be reviewed.

### ACADEMIC EVALUATOR

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> STATE REGULATIONS GOVERNING CURRICULUM                             | <input type="checkbox"/> LABORATORY OR FIELD ACTIVITY REQUIREMENTS FOR GRADUATION                        | <input type="checkbox"/> JOB PLACEMENT RECORDS  |
| <input type="checkbox"/> EVALUATIONS FOR THEORY AND PRACTICAL INSTRUCTION                   | <input type="checkbox"/> INSTRUCTOR LICENSES AND DOCUMENTATION OF EDUCATIONAL BACKGROUND                 | <input type="checkbox"/> SUBSTITUTE TEACHERS LIST AND DOCUMENTATION OF QUALIFICATIONS   |
| <input type="checkbox"/> ADVISEMENT RECORDS   | <input type="checkbox"/> INSTRUCTOR PERFORMANCE EVALUATIONS  | <input type="checkbox"/> EVIDENCE OF FEEDBACK RECEIVED FROM STUDENTS, GRADUATES, AND EMPLOYERS AND REVISIONS TO POLICIES AND PROGRAMS |
| <input type="checkbox"/> STAFF MEETING MINUTES  | <input type="checkbox"/> EVIDENCE THAT INSTRUCTOR CONTINUING EDUCATION CORRELATES WITH THEIR EVALUATIONS | <input type="checkbox"/> EVIDENCE OF ASSESSMENT OF FEEDBACK AND CHANGES IMPLEMENTED BASED ON THE ASSESSMENT                           |
| <input type="checkbox"/> JOB DESCRIPTIONS FOR ALL STAFF MEMBERS                             | <input type="checkbox"/> PLAN FOR AND DOCUMENTATION OF INSTRUCTOR CONTINUING EDUCATION                   | <input type="checkbox"/> SCHOOL IMPROVEMENT PLAN  |
| <input type="checkbox"/> PROGRAM/COURSE OUTLINES FOR EACH PROGRAM/COURSE OFFERED            | <input type="checkbox"/> SCHOOL INTERNAL COMPLAINT PROCEDURE   | <input type="checkbox"/> LIST OF ADVISORY COMMITTEE MEMBERS AND MEETING MINUTES   |
| <input type="checkbox"/> THE COMPLETE SET OF LESSON PLANS FOR PROGRAM(S)/ COURSE(S) OFFERED |  |   |

### SCHOOL OWNER/ADMINISTRATOR EVALUATOR

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> SCHOOL LICENSE(S)  | <input type="checkbox"/> OPERATING PROCEDURES  | <input type="checkbox"/> QUALIFICATIONS OF INDIVIDUAL RESPONSIBLE FOR FINANCIAL AID |
| <input type="checkbox"/> ALL ADVERTISING  | <input type="checkbox"/> RIGHT TO PRIVACY POLICY AND PROCEDURES                                | <input type="checkbox"/> DEFAULT MANAGEMENT PLAN (IF REQUIRED)                      |
| <input type="checkbox"/> ATTENDANCE POLICY AND RECORDS                              | <input type="checkbox"/> DOCUMENTATION SHOWING THAT THE SCHOOL COMPLIES WITH LOCAL REGULATIONS | <input type="checkbox"/> NOTES TO AUDITED FINANCIAL STATEMENT (IF APPLICABLE)       |
| <input type="checkbox"/> ADMISSIONS POLICY AND PROCEDURES                           | <input type="checkbox"/> COPY OF STATE REGULATIONS GOVERNING SCHOOL OPERATIONS                 | <input type="checkbox"/> LETTER OF ELIGIBILITY FROM THE U.S.D.E. (IF APPLICABLE)    |
| <input type="checkbox"/> ABILITY-TO-BENEFIT POLICY                                  | <input type="checkbox"/> TRAINING AGREEMENT(S) (IF APPLICABLE)                                 |   |
| <input type="checkbox"/> TRANSFER POLICY  |  |   |
| <input type="checkbox"/> RE-ENTRY POLICY  |  |   |
| <input type="checkbox"/> ATTENDANCE AND ACADEMIC PROGRESS REPORTS, AND REPORT CARDS |  |   |

### EVALUATOR WITH SUBJECT MATTER EXPERTISE

(May be an evaluator in any category: Academic, Administrator, or Practitioner)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> STATE REGULATIONS GOVERNING CURRICULUM                          | <input type="checkbox"/> PROGRAM/COURSE OUTLINES FOR EACH PROGRAM/COURSE OFFERED           | <input type="checkbox"/> JOB PLACEMENT RECORDS   |
| <input type="checkbox"/> INSTRUCTOR LICENSES AND DOCUMENTATION OF EDUCATIONAL BACKGROUND | <input type="checkbox"/> THE COMPLETE SET OF LESSON PLANS FOR EACH PROGRAM/ COURSE OFFERED | <input type="checkbox"/> TRAINING AGREEMENT(S) (IF APPLICABLE)                             |
| <input type="checkbox"/> INSTRUCTOR PERFORMANCE EVALUATIONS                              | <input type="checkbox"/> LABORATORY OR FIELD ACTIVITY REQUIREMENTS FOR GRADUATION          | <input type="checkbox"/> INSTRUCTOR LICENSE(S) AND DOCUMENTATION OF EDUCATIONAL BACKGROUND |
|  |  | <input type="checkbox"/> INSTRUCTOR PERFORMANCE EVALUATIONS                                |

## Documentation for On-Site Evaluations

### OTHER DOCUMENTATION

- Annual Report and back-up documentation (see back)
- The school's current catalog, enrollment agreement, and satisfactory progress policy
- The most recent compliance audit, if the institution participates in federal student financial assistance programs (Title IV)
- If the school is under a Commission directive requiring it to have a plan to improve low outcomes, the school must provide the visit team with:
  1. Documentation on each student who contributed to a low completion rate by dropping out of school or being expelled
  2. Documentation on each graduate who contributed to a low placement rate
  3. Documentation on each graduate who contributed to a low licensure or certification rate
- If the school has been required to strengthen its improvement plan in any of the following ways, the school must make available to the team:
  1. Completion of the Institutional Effectiveness Analysis
  2. Completion of the Outcomes Assessment Exercise
  3. Consultation with the school's Advisory Committee
- On three separate sheets of paper, the school must make available to the team:
  1. A list of all current students in each program with their start dates
  2. A list of all graduates in each program from twelve months prior to the visit date to the present with their start dates, scheduled graduation dates, and graduation dates
  3. A list of all students whose enrollments have been terminated from twelve months prior to the visit date to the present with their start and termination dates
  4. Identify students on a leave of absence, ATB students, and transfer students