

## 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

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|---|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> STATE REGULATIONS GOVERNING CURRICULUM</li> <li><input type="checkbox"/> EVALUATIONS FOR THEORY AND PRACTICAL INSTRUCTION</li> <li><input type="checkbox"/> ADVISEMENT RECORDS</li> <li><input type="checkbox"/> STAFF MEETING MINUTES</li> <li><input type="checkbox"/> JOB DESCRIPTIONS FOR ALL STAFF MEMBERS</li> <li><input type="checkbox"/> PROGRAM/COURSE OUTLINES FOR EACH PROGRAM/COURSE OFFERED</li> <li><input type="checkbox"/> THE COMPLETE SET OF LESSON PLANS FOR PROGRAM(S)/ COURSE(S) OFFERED</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> LABORATORY OR FIELD ACTIVITY REQUIREMENTS FOR GRADUATION</li> <li><input type="checkbox"/> INSTRUCTOR LICENSES AND DOCUMENTATION OF EDUCATIONAL BACKGROUND</li> <li><input type="checkbox"/> INSTRUCTOR PERFORMANCE EVALUATIONS</li> <li><input type="checkbox"/> EVIDENCE THAT INSTRUCTOR CONTINUING EDUCATION CORRELATES WITH THEIR EVALUATIONS</li> <li><input type="checkbox"/> PLAN FOR AND DOCUMENTATION OF INSTRUCTOR CONTINUING EDUCATION</li> <li><input type="checkbox"/> SCHOOL INTERNAL COMPLAINT PROCEDURE</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> JOB PLACEMENT RECORDS</li> <li><input type="checkbox"/> SUBSTITUTE TEACHERS LIST AND DOCUMENTATION OF QUALIFICATIONS</li> <li><input type="checkbox"/> EVIDENCE OF FEEDBACK RECEIVED FROM STUDENTS, GRADUATES, AND EMPLOYERS AND REVISIONS TO POLICIES AND PROGRAMS</li> <li><input type="checkbox"/> EVIDENCE OF ASSESSMENT OF FEEDBACK AND CHANGES IMPLEMENTED BASED ON THE ASSESSMENT</li> <li><input type="checkbox"/> SCHOOL IMPROVEMENT PLAN</li> <li><input type="checkbox"/> LIST OF ADVISORY COMMITTEE MEMBERS AND MEETING MINUTES</li> </ul> |
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### SCHOOL OWNER/ADMINISTRATOR EVALUATOR

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|--|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> SCHOOL LICENSE(S)</li> <li><input type="checkbox"/> ALL ADVERTISING</li> <li><input type="checkbox"/> ATTENDANCE POLICY AND RECORDS</li> <li><input type="checkbox"/> ADMISSIONS POLICY AND PROCEDURES</li> <li><input type="checkbox"/> ABILITY-TO-BENEFIT POLICY</li> <li><input type="checkbox"/> TRANSFER POLICY</li> <li><input type="checkbox"/> RE-ENTRY POLICY</li> <li><input type="checkbox"/> ATTENDANCE AND ACADEMIC PROGRESS REPORTS, AND REPORT CARDS</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> OPERATING PROCEDURES</li> <li><input type="checkbox"/> RIGHT TO PRIVACY POLICY AND PROCEDURES</li> <li><input type="checkbox"/> DOCUMENTATION SHOWING THAT THE SCHOOL COMPLIES WITH LOCAL REGULATIONS</li> <li><input type="checkbox"/> COPY OF STATE REGULATIONS GOVERNING SCHOOL OPERATIONS</li> <li><input type="checkbox"/> TRAINING AGREEMENT(S) (IF APPLICABLE)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> QUALIFICATIONS OF INDIVIDUAL RESPONSIBLE FOR FINANCIAL AID</li> <li><input type="checkbox"/> DEFAULT MANAGEMENT PLAN (IF REQUIRED)</li> <li><input type="checkbox"/> NOTES TO AUDITED FINANCIAL STATEMENT (IF APPLICABLE)</li> <li><input type="checkbox"/> LETTER OF ELIGIBILITY FROM THE U.S.D.E. (IF APPLICABLE)</li> </ul> |
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## Documentation for On-Site Evaluations

### **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"/> FACILITIES, EQUIPMENT, AND SUPPLIES                             |   | <input type="checkbox"/> INSTRUCTOR PERFORMANCE EVALUATIONS                                |

#### OTHER DOCUMENTATION

- Annual Report and back-up documentation
- 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, 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:

## **Documentation for On-Site Evaluations**

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