



## **EVALUATION VISIT MEETING ROOM MATERIALS**

### **Reclassification from an Additional Location to Main**

*Institutions are to place the following materials in the room provided to the evaluation team. Additional materials may be requested when the team is at the institution.*

#### 1. Current information

- a. A current copy of the Campus Effectiveness Plan
- b. Class schedule including course names, numbers, titles, room numbers, class times, names of instructors, and student enrollment by class period for the entire term/quarter/semester/module
- c. Student enrollment on day(s) of visit by program and by day and evening divisions (if different than enrollment reported in the Update Report).
- d. Floor plan of facility
- e. Staff and faculty roster and organization chart
- f. Current inventory of instructional resources and equipment, including library holdings

#### 2. Official documents

- a. State license and authorization to award diplomas and/or degrees
- b. Certificate of Occupancy or evidence that the institution is in compliance with local fire and safety codes
- c. Correspondence with state regulatory agencies and accrediting agencies other than ACICS, if any

#### 3. Files

- a. Administrative staff personnel files that include current ACICS data sheets
- b. Faculty personnel files that include current ACICS data sheets, resumes, transcripts, copies of evaluations, and faculty development plans

#### 4. Publications

- a. All current advertising and promotional literature including scripts, copies of newspapers, magazines, brochures, and tapes of radio and television ads
- b. Current catalog with all addenda