EVALUATION VISIT MEETING ROOM MATERIALS

New Branch

Revised: January 2021

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. Part I of the Branch Campus Application
   b. Class schedule, including course names, numbers, and titles; room numbers; class times; names of instructors; and student enrollment by class period for the entire term/quarter/semester/module
   c. A spreadsheet that details the current number of students enrolled, by program, on the day(s) of the visit. Student enrollment numbers should be separated by day and evening divisions, as well as by part- and full-time (as appropriate); student names are not required.
   d. Floor plan of facility
   e. Staff roster and organization chart
   f. Course syllabi for currently offered courses. For courses not offered in the current term, syllabi must be provided with the exclusion of the following items: instructional materials and references, out-of-class activities and assignments, assessment criteria, and method of evaluating students.
   g. A copy of the most recently completed ACICS Campus Accountability Reports, along with the complete back-up documentation. This documentation must include information to support enrollment, graduate, and withdrawal numbers and placement information, such as student name, program of study, graduation date, job title, employer name, and employer telephone numbers.
   h. All admissions tests and test cut-off scores for each program
   i. If ability-to-benefit students are admitted, complete documentation evidencing the relationship between admissions test cut-off scores and successful academic or employment outcomes, as well as the contract for the independent test administrator
   j. A copy of the current Campus Effectiveness Plan (CEP), along with the progress reports and/or the prior year's CEP
   k. Board of directors and administrative staff meeting minutes
   l. Faculty meeting minutes
   m. Evidence of program oversight committee minutes (if applicable).
   n. Documentation of in-service training sessions held and the schedule for upcoming session
   o. Schedule and documentation of community resources utilized for each program (organized by program)
   p. A copy of the Certificate of Attendance for the chief on-site administrator or self-study coordinator at an ACICS Accreditation Workshop
   q. Copies of **all** correspondence with ACICS for any approvals or notifications for modifications since the Initial Accreditation Visit (learning sites, new programs, distance education activity, substantive/non-substantive changes to an existing program, change of location, change of name, etc.)
   r. A copy of the approved and most current Academic Credit Analysis for each program. If applicable, this includes approved clock-to-credit profiles with corresponding letters of approval.

s. Current inventory of instructional resources and equipment
t. Copy of an official transcript

2. Official Documents

a. Corporate Charter
b. Articles of Incorporation, and Certificate of Incorporation or other appropriate documentation of legal structure and ownership of the institution and a chart outlining the ownership structure
c. Certificate of good standing, relative to an institution's corporate statute and/or legal identity
d. State license and authorization to award degrees (if applicable)
e. Most recent state and VA compliance reports
f. Documentation that the facilities are in compliance with local, state, and federal laws governing fire, safety, and sanitation
g. Documentation that the institution is in compliance with copyright laws for instructional materials utilized
h. USDE Program Participation Agreement and Eligibility and Certification Approval Report (if applicable)
i. Reports from most recent reviews by agencies, such as the USDE, Inspector General, and guarantee agency, as well as the institution's student financial aid compliance audit
j. Correspondence with state regulatory agencies and accrediting agencies other than ACICS, if any
k. Third-party contracts with other educational institutions or contracts, such as JTPA, articulation agreements, or affiliation agreements
l. Copy of the I-17 petition to SEVP, a copy of the approval from SEVP, and all communication with DHS concerning the campus's status (if applicable)

3. Files

a. Administrative staff personnel files including signed job descriptions and evaluations.
b. Faculty files that include signed position descriptions, copies of evaluations, faculty transcripts, and faculty development plans with evidence of completed in-service and professional growth activities.
c. A list of names of currently enrolled students by program, which includes their start date, drop date (if applicable), and any Satisfactory Academic Progress (SAP) status

NOTE: *Student files will be selected randomly for review by team members.*

4. Inventories

a. Library resource and reference materials including online materials (if applicable)
b. Instructional equipment for all programs
c. Library budget detailing allocation of expenses by program

5. Publications

a. All current advertising and promotional literature, including scripts, copies of newspapers, magazines, brochures, and thumb drive or CD of radio and television ads
b. All current internal recruitment materials including admissions orientation packets, YTD admissions meeting minutes, copy of standard interview and phone scripts, and communication with external recruiters (if applicable)

c. Student, faculty, and staff handbooks (if applicable)
d. Current catalog with all addenda (if applicable)
e. Previous two years' catalogs and addenda (if applicable)