

# Accreditation Planning and Site Visit Checklist Template

**The purpose of this document is twofold. To provide guidelines on what should always be housed in the Program Accreditation folder in KWeb and to highlight documentation and engagement practices as you prepare for an accreditation visit.**

Program Name: \_\_\_\_\_

## Documentation in the KWeb Program Document Library

### Accreditation Reporting

- Self-Study – **Date Uploaded:**
  
- Annual Report – **Date Uploaded:**
  
- Progress Report (If Applicable) – **Date Uploaded:**
  
- Substantive Change Requests (If Applicable) – **Date Uploaded:**
  
- Current Accreditation Standards – **Date Uploaded:**
  
- Site Visit Decision Letter(s) - **Date Uploaded:**

### Internal Documentation

- Advisory Council Meeting Minutes – **Date Uploaded:**
  
- Current Organizational Chart – **Date Uploaded:**

Assessment Plans (If applicable) – **Date Uploaded:**

Curriculum Updates (If applicable) – **Date Uploaded:**

Other aspects to consider in your planning and documentation(**the items below may be documented within self-study and are mentioned here for your planning focus only**):

1. Student Rosters- Enrollment/Wait Lists/Concerns/Issues – any issues over the last cycle that warrant attention?
2. Student Statistical Data (Completion/Licensure pass rates/retention)
3. Staff Credentials (Current? – CV and records up to date. Licensure up to date?) Any issues or concerns during the current cycle?
4. Current agreements/contracts – are all that might be needed on hand? Do any need to be renewed prior to visit?
5. Assessment logs – how is assessment handled/managed in the program to date? Evidence of its use in the last cycle? Data?
6. Any recommendations/development areas/citations to address from the last site visit? Status of this resolution? Will any issues still be outstanding at the time of visit? What might the consequence be if these are not resolved? Accreditation Impact?

**Site Visit Preparation Activities – Timeline (3-6 months prior to visit)**

**Confirmed Site Visit Date:**

Identify attendees for site visit (supporting departments – and roles they serve)

Website – Is the accrediting body information posted to and current on the website along with links for student complaints. **Date Reviewed/Updated:**

Website #2 – Date of last website update and review (Contact information; program outcomes, student program information (**This should be done annually**). **Date Reviewed/Updated:**

State reciprocity for licensure is captured in handbook and on website with an embedded link to the college' Consumer information page: <https://www.tri-c.edu/about/student-consumer-information.html>

Program cost of attendance is updated regularly in all literature shared with students in orientation and on the program website. **Date Reviewed/Updated:**

Prepare site documentation and establish Teams Site Visit Channel (Please work through the PAHCI office to get this channel established) **Date Channel Established:**

### **Constituent Meetings – Pre Planning and During the Site Visit**

Faculty

Students

Administration/Legal/Accreditation Office

Support Offices (Student Affairs/Finance/Registrar, as examples)

Advisory Committee members

The scope and context of these conversations will be discussed in greater detail during the Mock Site Visit. **Date Mock Site Visit** scheduled: