



Interim Site Team Visit Observation and Analysis Guide

An interim site visit occurs midway through the accreditation cycle, four years following the comprehensive site visit review, and differs in scope from a comprehensive site visit. The program's interim report and subsequent interim site visit are not designed to evaluate all of the requirements within the CCE Accreditation Standards (*Standards*), rather specific key data and indicators are reviewed that are appropriate to the *Standards*. These components focus on planning and assessment, financial stability, faculty involvement in the curriculum, student achievement of the meta-competencies, and student performance data (CCE Policy 56). Additionally, processes to verify student identity in distance or correspondence courses are reviewed.

This document is designed to guide the site team in its review of these components within the *Standards*. CCE recognizes that assessment processes and types of evidence vary from program to program depending on the assessment methods chosen by the program, in this regard, the Guide is aimed to evaluate the listed evidence or similar evidence. The document is also designed to assist the team in formulating/writing a team report that effectively provides appropriate, adequate and consistent information to the Council, who will ultimately determine compliance with the *Standards*.

Report Instructions:

When completing the site team findings/narrative section of the report, the team must provide information pertaining to each component listed in the table(s).

If the team does not find evidence for an individual component listed in the table(s) provided and marks it as "NO", this does not necessarily constitute the writing of a concern in the respective area. The site team must weigh this in the context of all components listed in the section, provide a description in the report, and determine whether a suggestion or concern is necessary.

1. Standard A - Planning and Assessment

(Month Day, Year) Interim Site Visit Letter:

The site team will review the DCP's planning document(s) and assessment processes, including program goals, outcomes and thresholds. The emphasis will be on verifying that the DCP reviews and uses student outcomes data to inform program improvements, to set programmatic and operational priorities, and to allocate resources.

(Program) Describe the process and timeline used by the DCP to review, analyze and utilize student outcomes data. Additionally, the Interim Visit Report must include the DCP's planning document(s) and evidence supporting the DCP's use of student outcomes data to inform program improvements, to set programmatic and operational priorities, and to allocate resources in support of program goals. The DCP should also provide a summary of significant changes in the program and/or curriculum based on the analysis of these data.

YES	NO	
		A. The DCP demonstrated appropriate goals and measurable outcomes for program assessment.
		B. The DCP demonstrated thresholds or benchmarks for program assessment outcomes.
		C. The DCP demonstrated a process and timeline for systematically reviewing, analyzing and using student outcomes data.
		D. The DCP demonstrated use of student outcomes data to inform program improvements, to set programmatic and operational priorities, and to allocate resources.

Site Team Findings (Narrative):

Summarize the DCP's program assessment processes and timeline including program goals and outcomes, associated benchmarks/thresholds and supporting evidence. Also summarize how the DCP uses student outcomes data to inform program improvements, to set programmatic and operational priorities, and to allocate resources.

Conclusion:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Standard A as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.

2. Standard D - Resources

(Month Day, Year) Interim Site Visit Letter:

The site team will review financial audit reports and current operating and capital allocations budget(s) as a broad measure of the financial stability of the DCP. The site team will also review processes used to develop long-term budget projections in support of its planning activities.

(Program) Include the financial audits for the two most recent fiscal years, and provide comment on any major deficiencies or significant reporting errors. The Interim Visit Report must also include the current operating and capital allocations budget, and describe the DCP’s processes for developing long-term budget projections in support of its planning activities.

YES	NO	
		A. The financial reports were clear of major deficiencies or significant reporting errors.
		B. The DCP maintains a current operating and capital allocations budget, and demonstrated appropriate processes for developing long-term budget projections in support of its planning activities.

Site Team Findings (Narrative):

Summarize the financial audit report findings, current operating and capital allocations budget(s), and the processes used to develop long-term budget projections in support of its planning activities.

Conclusion:

Based on the DCP’s Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team’s opinion that the DCP has satisfactorily met the requirements of Standard D as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.

3. Standard E - Faculty

(Month Day, Year) Interim Site Visit Letter:
 The site team will review evidence of faculty members’ involvement in the development, assessment, and refinement of the DCP curriculum.

(Program) Describe and evidence how faculty participate in the development, assessment, and refinement of the DCP curriculum.

YES	NO	
		A. The DCP demonstrated that faculty are involved in the development, assessment, and refinement of the curriculum.

Site Team Findings (Narrative):

Summarize the faculty’s role in the development, assessment, and refinement of the DCP curriculum.

Conclusion:

Based on the DCP’s Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team’s opinion that the DCP has satisfactorily met the requirements of Standard E as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.

4. Standard H - Educational Program and Meta-Competencies

(Month Day, Year) Interim Site Visit Letter:

The site team will review the DCP curriculum to assure coverage of the Meta-Competency Required Components, the DCP assessment plan for student learning, and all DCP evidence demonstrating student achievement of the Meta-Competency Outcomes.

(Program) Provide evidence that Meta-Competency Required Components are taught in the curriculum. The Interim Visit Report must describe the assessment plan used to measure Meta-Competency Outcomes, including processes and timelines, benchmarks/threshold, and assessment methods. Additionally, the DCP must provide evidence demonstrating student achievement of the Meta-Competency Outcomes.

YES	NO	
		A. The DCP demonstrated the Meta-Competency Required Components are taught in the curriculum.
		B. The DCP demonstrated an assessment plan to measure student learning and achievement of the Meta-Competency Outcomes.
		i. The DCP demonstrated use of appropriate methods and tools to measure each Meta-Competency Outcome.
		ii. The DCP demonstrated thresholds for Meta-competency assessments.
		iii. The DCP has established processes, timelines and frequency of Meta-competency assessments.
		iv. The DCP systematically analyzes and reviews student learning data.
		v. The DCP demonstrated a process for dissemination and utilization of student learning data.
		C. The DCP demonstrated evidence of student achievement of the Meta-Competency Outcomes.

Site Team Findings (Narrative):

Provide commentary on the inclusion of Meta-Competency Required Components in the curriculum. Provide a summary of the DCP assessment plan for student learning and achievement of the Meta-Competency Outcomes to include a description of the processes and timelines, thresholds, and assessment methods used. Explain the role of patient records in the assessment of student achievement of the Meta-Competencies.

Conclusion:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Standard H as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.

For each Meta-competency, indicate the specific assessment method(s) used, and comment on the evidence provided to demonstrate student achievement of the Meta-Competency Outcomes.

Meta-Competency 1:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 1 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 2:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 2 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 3:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 3 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 4:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 4 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 5:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 5 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 6:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 6 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

Meta-Competency 7:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Meta-Competency 7 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide a detailed explanation.

5. Standard K - Distance or Correspondence Education

(Month Day, Year) Interim Site Visit Letter:

The site team will review evidence of verification of student identity in distance and correspondence courses in the DC program.

(Program) Describe the processes used to verify student identity in distance or correspondence courses offered by the DCP. Additionally, please provide a short summary (or table) of courses in the DCP that are offered as distance or correspondence courses.

YES	NO	
		A. The DCP provides distance and/or correspondence courses.
		B. The DCP demonstrated appropriate processes to verify student identity in distance or correspondence courses.

Site Team Findings (Narrative):

Summarize the DCP's processes to verify student identify in distance or correspondence courses.

Conclusion:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of Standard K as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.

6. CCE Policy 56 - Student Performance Data

(Month Day, Year) Interim Site Visit Letter:

The site team will review processes used by the DCP to calculate and publish NBCE student performance and DCP completion rates, as required by CCE Policy 56.

(Program) Complete the enclosed Student Performance tables and provide a description of the process used by the DCP to calculate NBCE student performance and DCP completion rates. Comment on any trends and/or weighted averages that are below the Policy 56 thresholds, and describe the actions taken to improve the outcomes.

YES	NO	
		A. The NBCE performance rate is published on the DCP's website.
		B. The DCP has sound processes to calculate accurate NBCE student performance rates.
		C. The DCP's NBCE performance rate meets the threshold of 80%, as required by CCE Policy 56.
		D. The DCP has sound processes to calculate accurate program completion rates.
		E. The DCP's completion rate meets the threshold of 70%, as required by CCE Policy 56.

Site Team Findings (Narrative):

Provide a summary of the processes used to calculate NBCE student performance and completion rates data.

Conclusion:

Based on the DCP's Interim Visit Report, on-site observations and interviews, and review of evidence provided, it is the site team's opinion that the DCP has satisfactorily met the requirements of CCE Policy 56 as directed in the Interim Site Visit Letter. YES _____ NO _____

If NO, the site team must provide detailed rationale in the narrative explaining missing elements or requirements, to include a suggestion or concern.