

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS Standards & Criteria Effective January 2014

On-Site Evaluation Form: Academic ICPE

Review each of the criteria in each standard and determine if the institution is in compliance. Check/Circle Yes if the institution is in compliance, No if the institution is not in compliance or N/A if the criterion does not apply to the institution. If you check No on any criterion, clearly state the limitation in the space provided, or if extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

Primary Evaluator – Standard I – All Criteria

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

LIMITATION:

Yes No N/A D 2. The mission statement is published in the institution's catalog.

LIMITATION:

Yes No N/A D 3. The data contained in the institution's most recent NACCAS Annual Report are accurate.

LIMITATION:

Yes No N/A D 4. The institution maintains documentation that can be verified and supports the rates of completion, licensure/certification, and employment for the most recent Annual Report year.

LIMITATION:

D 5. The institution is responsible for the achievement of expected and acceptable outcomes, regardless of mode of educational delivery (check either yes, no, or N/A for each outcome rate below):

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | a. Completion rate – 50% |
| Yes | No | N/A | b. Pass rate on certification or state licensing examinations, if required – 70% |
| Yes | No | N/A | c. Placement rate of graduates - 60% |

Enter the applicable outcome rate below for the institution's most recent annual report year.
(Request information from NACCAS Staff member)

Completion: _____
Licensure: _____
Placement: _____

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Indicate below if the institution is currently in low outcomes monitoring for any of the outcomes rates? (Request information from NACCAS Staff member)

Completion: Yes No
Licensure: Yes No
Placement: Yes No

(If the institution is in compliance with current low outcomes monitoring, this criterion is not cited as a limitation).

LIMITATION:

Yes	No	N/A	D 6.	The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.
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LIMITATION:

Yes	No	N/A	D 7.	Advisory committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institutions:
Yes	No	N/A		a. curriculum
Yes	No	N/A		b. facilities and equipment, and
Yes	No	N/A		c. completion, licensure or certification, and placement rates.

LIMITATION:

Yes	No	N/A	D 8.	The institution must solicit feedback from current students based on its mission and educational objectives at least annually.
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LIMITATION:

Yes	No	N/A	D 9.	The institution must solicit feedback from graduates based on its mission and educational objectives at least annually.
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LIMITATION:

Yes	No	N/A	D 10.	The institution must maintain a summary of the feedback received from the advisory committee members, students and graduates.
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LIMITATION:

Yes	No	N/A	D 11.	Based on the feedback received, the institution implements improvements and changes, as applicable.
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Primary Evaluator – Standard II – All Criteria

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

LIMITATION:

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

LIMITATION:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

LIMITATION:

Yes No N/A A 4. Qualified substitute instructors are used when needed.

LIMITATION:

Yes No N/A D 5. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once every 12 months.

LIMITATION:

Yes No N/A A 6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.

LIMITATION:

Yes No N/A D 7. With each year of employment, each regularly employed instructor (but not substitute I instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institution's policy.

LIMITATION:

Yes No N/A D 8. Continuing education completed in person or online, includes a minimum of 4 hours in teaching methodology.

LIMITATION:

Yes No N/A D 9. Each instructor, with the exception of substitutes, acknowledges receipt of a written performance evaluation at least every 12 months.

LIMITATION:

Yes No N/A D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.

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Primary Evaluator – Standard VI – Criteria 1, 2, 3, 4, 10, 11, 12 & 13

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution’s advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

LIMITATION:

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

LIMITATION:

Yes No N/A D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

LIMITATION:

D 4. The course and/or program outlines(s) must include each of the following elements:

Yes No N/A a. Name of the course or program;

Yes No N/A b. Course and/or program description

Yes No N/A c. Course and/or program educational objectives;

Yes No N/A d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;

Yes No N/A e. Instructional methods used to teach the course and/or program;

Yes No N/A f. Grading procedures.

LIMITATION:

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

LIMITATION:

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance education, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

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Yes No N/A A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

LIMITATION:

D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:

Yes No N/A a. Program and/or course outlines

Yes No N/A b. Lesson objectives

Yes No N/A c. Evaluations

Yes No N/A d. Other applicable instructional materials

LIMITATION:

Primary Evaluator – Standard IX – Criteria 1, 2, 3

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable.

LIMITATION:

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or similar means.

LIMITATION:

Yes No N/A A 3. Student evaluation results are provided to students.

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Primary Evaluator – Standard X – All Criteria

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes No N/A D 1. Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught **OR** related work experience (3 years) and college level course work in the subject area being taught.

LIMITATION:

Yes No N/A D 2. If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree.

LIMITATION:

Yes No N/A D 3. The program must consist of a minimum of two academic years and 60 semester credit hours in length.

LIMITATION:

Yes No N/A D 4. A minimum of 45 semester credit hours must be included in the occupational area.

LIMITATION:

Yes No N/A D 5. At least 15 semester hours in general education courses must be included.

LIMITATION:

Yes No N/A A 6. Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.

LIMITATION:

Yes No N/A A 7. Courses and/or programs must be qualitatively related to the occupational degree offered.

LIMITATION:

Yes No N/A D 8. Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.

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Input/Secondary Evaluator – Standard VI – Criteria 16 & 17

Note: This review is SECONDARY. Please consult with the School Administrator ICPE when reviewing the following NACCAS Standards and Criteria.

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Yes No N/A D 16. The institution is responsible for the management control, and delivery of distance education instruction.

LIMITATION:

Yes No N/A D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.

LIMITATION:

ICPE Signature _____

Date _____

ICPE Printed Name _____

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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS

Standard and Criterion Number: _____

Standard and Criterion Number: _____

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