

## Form A-16 Accreditation Pre-Visit Review Sheet

Institution Name

Program Name

Evaluator Name

Date

Description / Section of Standard			Meets Criteria	Additional Information Needed
<b>2. Governance and Administration</b>	2.1.1.	Institutional structure		
	2.1.2.	Educational unit		
	2.1.3.	Faculty participation		
	2.1.4.	Contribution to the Institution		
<b>3. Curriculum</b>	3.1.1.	Semester / Quarter hours		
	3.1.2.	General education		
	3.1.3.	Business and management		
	3.1.4.	Construction		
	3.1.6.1.	Curriculum map		
	3.1.6.2.	Syllabi		
	3.1.6.3.	Evaluation by two assessments		
	3.1.6.4.	Assessment tools and student work		
	3.1.6.5.	Results in QIP		
	3.1.6.6.	Report and follow-up		
	3.2.	Courses delivered by alternative		
	3.3.	Multi-campus degree program delivery		
	3.4.	Dual or second degree		

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Description / Section of Standard			Meets Criteria	Additional Information Needed
<b>4. Faculty and Staff</b>	4.1.1.	Qualifications		
	4.1.2.	Faculty size		
	4.1.3.	Faculty workload		
	4.1.4.	Administrative and technical staff support		
	4.1.5.	Employment policies		
	4.1.6.	Professional policies		
	4.1.7.	Faculty evaluation		
<b>5. Student Policies</b>	5.1.1.	Academic policies		
	5.1.2.	Teaching quality		
	5.1.3.	Admissions and enrollment		
	5.1.4.	Recruitment and composition		
	5.1.5.	Academic advising & mentoring		
	5.1.6.	Course scheduling		
	5.1.7.	Student placement		
	5.1.8.	Extracurricular activities		
	5.1.9.	Student feedback		
	5.1.10.	Financial aid and scholarships		
<b>6. Physical Resources</b>	6.1.1.	Offices, classrooms, and labs		
	6.1.2.	Library		
	6.1.3.	Information systems		
<b>7. Financial Resources</b>				
	7.1.1.	Budgeted funds		
	7.1.2.	Non-recurring funds		

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<b>8. Industry, Alumni, and Public Relations</b>	8.1.1.	Support from industry		
	8.1.2.	Support for industry		
	8.1.3.	Student industry relations		
	8.1.4.	Alumni relations and feedback		
	8.1.5.	Public Disclosures		
<b>9. Academic Quality Planning, Process, and Outcome Assessment</b>	9.1.1.	Continuous improvement		
	9.1.2.	Education unit strategic plan		
	9.1.3.	Degree program assessment plan		
	9.1.4.	Degree program assessment implementation plan		

## Accreditation Pre-Visit Review Sheet

### Student Learning Outcomes (SLO) Check List

Description of Student Learning Outcome	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Minimum of two assessment measures																				
At least one direct assessment measure																				
Desired performance standard for each assessment measure																				
One copy of each assessment measure used																				
Grading rubric for each assessment measure (if used)																				
One example of each assessment measure that has been graded or evaluated																				
Description of assessment data collected and how it was included in the QIP																				
Description of actions taken based on evaluation of assessment data																				

**IMPORTANT:** Check for team/group projects. Make sure they are assessing individuals not groups for SLOs