



FORM A - 9C

**Guidance Committee
Candidate Program Mentor Activity Report**

This report on a Candidate Program’s progress is to be prepared by the Mentor semi-annually and submitted to the Guidance Committee Chair and ACCE President 60 days before each semi-annual meeting. A report should be submitted regardless of the level of activity and / or interaction with the program that is being supported by the Mentor.

Institution _____

Program _____

Degree Name _____

Degree Level _____ **Date** _____

Mentor Name _____

Mentor Email _____ **Mentor Phone** _____

Program Leader Name _____

Program Leader Email _____ **Leader Phone** _____

How often did the Mentor make contact with the Program Leader?

In Person _____ **Phone** _____ **Email** _____

Describe your familiarity with the Program Leader.



Describe the facilities where the Program is located. Are they adequate for the size and level of the Program?

After your review of the Program's Self-Study and SLO documents, do the course syllabi include the aligned learning outcomes?

How does the Program assess their stated learning outcomes on an annual basis?



How does the Program utilize the assessment information?

Does the Program have an Industry Advisory Board? If so, provide details about the IAB makeup, meeting schedules, meeting minutes.

Describe the faculty for the Program. Is there sufficient and qualified faculty based on the number of students?



Describe the Program's curriculum. Does it meet or exceed ACCE standards? If not, describe the deficiencies.

How is the Program's information disclosed to the public? Is it easily identifiable?

Does the Program Leader and the faculty have authority to improve and make changes to the Program? Describe how they are able to make the changes.



Based on your research interaction with the Program, how do you feel about them being prepared for an ACCE on site visit?