

Demystifying NACEP Accreditation

Successfully Navigating an Accreditation Review Process



National Alliance of
Concurrent Enrollment Partnerships

Advancing quality college courses in high school



Higher Education Accreditation

Four types of higher education accrediting organizations:

- Regional accreditors
- National faith-related accreditors
- National career-related accreditors
- Programmatic accreditors

Peer Review Process

- **Purpose of accreditation:** program improvement and quality assurance
- **Evaluative**, yet collegial, assessment of evidence
- Burden of proof is on **you**
- Each CEP uses **unique language** & operates in **unique** institutional and state policy **contexts**
- Accreditation Guide is a **resource** used by you and by reviewers
- There are **many ways** to meet a standard
- Standards are reviewed both **individually** and **holistically**
- You have at least one opportunity to respond to Review Team concerns

Tentative 2013-14 Accreditation Review Timeline

July 1

Upload application, screened by an Accreditation Commissioner

November 15

Receive first request for additional documentation

February 15

Receive second request for additional documentation

April 15

Team makes recommendation to Commission

April 15-30

Commission votes on application, applicant notified

Application Logistics

In order for NACEP to assign a Peer Review Team, colleges must:

- Be a postsecondary member in good standing
- Pay a \$100 Intent to Apply fee
- Submit an electronic application for NACEP accreditation by July 1, 2013
- Pay an application processing fee of \$300 (initial applicants) or \$200 (reaccreditation applicants)

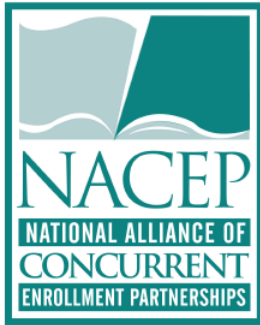
Compiling an Application

- Use coversheets to explain how your evidence documents your practice
- Organize electronic files for online submission, following NACEP's electronic application requirements
- Be consistent in program name in all coversheets, supporting documents, brochures, and webpages
- Have faculty sign the Standard Assessment Form

Accreditation Review Teams

- Team of three, none from your state or service area
- Comprised of representatives from NACEP-accredited programs
- Each team has least one member from a two year institution and at least one from a four year institution
- Expected to be objective and unbiased
- Expected to preserve confidentiality of peer review process
- Make recommendation to the Accreditation Commission

Program Description



Institution	<input type="text"/>		
Program Name	<input type="text"/>	Number of Disciplines	<input type="text"/>
Number of Unduplicated Students	<input type="text"/>	Number of Teachers	<input type="text"/>
Credit Hours Awarded	<input type="text"/>	Number of Courses	<input type="text"/>
Number of Faculty Liaisons	<input type="text"/>	Number of Sections	<input type="text"/>
Number of High Schools	<input type="text"/>	Average Class Size	<input type="text"/>

Data provided above should be for School Year 2012-2013 only for courses meeting NACEP's definition of **concurrent enrollment**: college credit-bearing courses taught to high school students by college-approved high school teachers. Accreditation applications should **only** include supporting evidence for NACEP-defined concurrent enrollment courses. Evidence of other types of dual enrollment is not to be included in the application.

Describe your program in this cover sheet. Include program history and development, whether mixed classes* are allowed and any restrictions placed on such classes, geographic extent, and who pays for courses (student, school, district, college, and/or state). Describe student admission criteria if program is not open admission. Include as a separate document an alphabetized list of disciplines and the names of courses you offer within each discipline.

Recommended

- Description of CEP staff structure.
- Organizational chart that shows how and where the CEP fits into the institution
- Alphabetical list of disciplines with a list of CEP courses offered by each
- List of faculty liaisons for each discipline in alphabetical order by discipline

Example: Discipline Course List

CEP Courses Offered in Partner High Schools in 2012-2013

College	Discipline	Courses	Liaison
Business	1. Economics & Marketing	ECON 175	Mr. Mehoney
	2. Management & Information Systems	CIS 151	Mr. Powers
		MNGT 141	Dr. Schobok
Liberal Arts	3. Communications	CMST 101	Mr. Jeffers
		JRN 180	Ms. Gobson
		RTV 150 & 151	Mr. Morros
	4. English	ENG101	Mr. Stolwell
		ENG103	Mr. Grehem
		ENG105	Dr. Gelbas
	5. History	HIST 101, 102, 130, & 140	Dr. Shefelend & Dr. Hant
	6. Modern & Classical Languages	FREN 203 & 204	Dr. Roberts
		GERM 203 & 204	Dr. Berg & Dr. Rode
		LATN 203 & 204	Dr. Doxon
		SPAN 203, 204 & 205	Dr. Hotchcock
7. Political Science & Public Administration	POLS 102	Dr. Meck	
8. Performing Arts	MUS 201	Mr. Creog	
9. Psychology	PSY 201	Ms. Felton	
10. Sociology, Anthropology & Criminal Justice	SOC 121	Dr. Wolloems	
11. Social Work	SOCW 224	Dr. Woley	
Nursing & Health Professions	12. Health Services	HP 115 & 211	Dr. Elkons
Science, Engineering & Education	13. Biology	BIO 105	Ms. Kelvelege
		BIO 251	Dr. Mearoce
	14. Chemistry	CHEM 107, 141, & 261	Dr. Seyler
	15. Geology & Physics	GEOG 112 & 161	Dr. Darbon
		PHYS 101	Dr. Scheller
16. Mathematics	MATH 111 & 112	Ms. Wells	
17. Kinesiology & Sports Science	PED 281 & 282	Dr. Frommong	
TOTALS	17	44	29

The NACEP Top Ten List

How to Build An Exemplary Accreditation Application




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**START
EARLY!**

Only include  evidence for
your concurrent
enrollment
courses



Use coversheets to
weave together the
evidence and tell a
compelling story



All evidence
should be VERY
easy to find

Use clear and
consistent file
names and
organization





Put your best
foot forward



Don't read or be
4
obscure



Do not use the future tense. Practices must be operational, not aspirational.



Use the Accreditation Guide as a roadmap

Think like a
reviewer



**START
EARLY!**

NACEP Conference



NACEP National Conference
Navigating Changing Tides in College Readiness

Jacksonville • Ponte Vedra Beach, FL | October 19-21, 2013 | www.nacep.org

Hosted By

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 **dcps**
Duval County Public Schools

FLORIDA STATE COLLEGE
at Jacksonville

Registration opens May 1