Agenda

Welcome and Introductions
- Diana Johnson, Incoming Accreditation Commission Chair
- Jennie Patteson, NACEP Director of Accreditation and Member Services

1. Overview of the Peer Review Process

2. Tips for Compiling an Accreditation Application

3. Electronic Application Requirements

4. Q & A

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

Peer Review Process
Commission Structure

Overview of Peer Review Process

By June 15
Upload application, screened by an Accreditation Commissioner

- All applications assigned to Peer Review Teams
- Team sends Request for Additional Evidence
- Interview with Peer Review Team at the NACEP Conference or by Teleconference
- Response from Applicant with additional documentation
- Second and final Request for Additional Evidence (if necessary)
- Second response from Applicant with additional documentation
- Peer Review Team submits Final Report to Coordinating Commissioner and Chair
- Commissioner sends letter to Applicant notifying them of Review Team's recommendation

By May 1
Accreditation Commission Vote

Compiling an Application
Critical Factors for Success

Make sure that your application:

- Includes only *concurrent enrollment* as defined by NACEP: college credit-bearing courses taught by high school teachers to high school students,

- Demonstrates that you have implemented all policies and practices described in the Standards *prior to applying,* and

- Provides clear documentation so that reviewers can verify that the practices are in place

If your CEP is operated across a multi-campus college system, please review that section of the Accreditation Guide and consult with us.

Compiling an Application

- Use NACEP 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

Compiling an Application
Program Description

Program Description

Institution _____

Program Name _____	Number of Disciplines _____
Number of Unduplicated Students _____	Number of Instructors _____
Credit Hours Awarded _____	Number of Courses _____
Number of Faculty Liaisons _____	Number of Sections _____
Number of High Schools _____	Average Class Size _____

Data provided above should be for the **current academic year completed by July 1,** 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 a list of disciplines and the names of courses you offer within each discipline (a recommended template is available on the NACEP website). You should use the list of disciplines that the Commission approved for your application as the basis for organizing your application - which should consistently provide evidence for each discipline for standards Curriculum 2, Curriculum 3, Faculty 3, and Assessment 1, 2, and 3.

Explain how your program fits into your institution as a whole; provide a framework for understanding the depth and breadth of the program; explain the involvement of faculty liaisons and site visitors. Describe any relevant state policies, regulations, statutes, and laws.

Compiling an Application
NACEP Assessment Standard Form

Standard A1
Standard A2
Standard A3
Standard C2

I, **«Liaison_Name»**, «Liaison_Title» in the **«Department»**, affirm that «CEP_Name» instructors, teaching courses in the «Department», meet the following NACEP Standards:

A1, "CEP students are held to the same standards of achievement as those expected of students in on campus sections;"

A2, "The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections;"

A3, "CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections;" and

C2, "College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments." A description of how our department ensures compliance with this standard follows:

«Liaison_Name»		
Print Name		**Date**

Electronic Application Requirements
Required Folder Structure

- Program Description
- Curriculum Standards
    - Standard C1
    - Standard C2
    - Standard C3
- Faculty Standards
    - Standard F1
    - Standard F2
    - Standard F3
    - Standard F4
- NACEP Assessment Standard Forms

- Student Standards
    - Standard S1
    - Standard S2
    - Standard S3
- Assessment Standards
    - Standard A1
    - Paired Syllabi
    - Standard A2
    - Standard A3
    - Paired Assessments

- Evaluation Standards
    - Standard E1
    - Standard E2
    - Standard E3
    - Standard E4

Electronic Application Requirements
Paired Syllabi

Standard A1 ▸ Paired Syllabi

Name

- Agriculture AGB330 Campus.pdf
- Agriculture AGB330 CEP.pdf
- Biology BIO165 Campus.pdf
- Biology BIO165 CEP.pdf
- Business ACC115 Campus.pdf
- Business ACC115 CEP.pdf
- Education ECE133 Campus.pdf
- Education ECE133 CEP.pdf
- English ENG105 Campus.pdf
- English ENG105 CEP.pdf
- Math MAT156 Campus.pdf
- Math MAT156 CEP.pdf
- Nursing HSC110 Campus.pdf
- Nursing HSC110 CEP.pdf
- Social Science POL111 Campus.pdf
- Social Science POL111 CEP.pdf

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Organized Example ▸ Standard A1 ▸ B - Paired Sylla

Name

- HCCC 107
- MATH 210
- NURS 107
- SOC
- 2451_001.pdf
- 2451_007.pdf
- 2452_001.pdf
- 2452_007.pdf
- 2453_001.pdf
- 2453_007.pdf
- CEP - Corrections Final.docx
- CEP - HCC Final.docx
- CEP - MV Calc Final Exam.docx
- CEP - NURS FINAL EXAM.doc
- NCC final exam.pdf
- NCC - NURS Final.docx
- Police and Community FINAL - 2012.docx
- Police and Community Outline FA 2012....

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Electronic Application Requirements
Paired Assessments

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