

# NACEP 2018 Accreditation Applicant Q&A Webinar

advancing quality college courses for high school students

#### Agenda

#### Welcome and Introductions

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

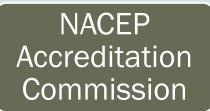
#### 1. Overview of the Peer Review Process

- 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



Coordinating Commissioner Review Team Leader (veteran)

> 2<sup>nd</sup> Team Member

3<sup>rd</sup> Team Member

### **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 creditbearing 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	

nstitution		
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 Faculty Liaisons	Average Class Size	

Data provided above should be for the <u>current academic year completed by July 1</u>, only for courses meeting NACEP's definition of <u>concurrent enrollment</u>: college credit-bearing courses taught to high school students by college-approved high school teachers. Accreditation applications should <u>only</u> 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



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:

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	Jinian Nama	
	«Liaison_Name»	 _
	Print Name	 Date
		 1

### 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 rganized Example → Standard A1 → B - Paired Sylla Name Name HCCC 107 🔁 Agriculture AGB330 Campus.pdf **MATH 210** Agriculture AGB330 CEP.pdf **NURS 107** Biology BIO165 Campus.pdf SOC Biology BIO165 CEP.pdf 🔁 2451\_001.pdf 🔁 Business ACC115 Campus.pdf 🔁 2451\_007.pdf 🔁 2452\_001.pdf Business ACC115 CEP.pdf 🔁 2452\_007.pdf Education ECE133 Campus.pdf 🔁 2453 001.pdf Education ECE133 CEP.pdf 5 2453\_007.pdf English ENG105 Campus.pdf CEP - Corrections Final.docx 🔁 English ENG105 CEP.pdf CEP - HCC Final.docx 🔁 Math MAT156 Campus.pdf CEP - MV Calc Final Exam.docx 🔁 Math MAT156 CEP.pdf CEP - NURS FINAL EXAM.doc Nursing HSC110 Campus.pdf NCC final exam.pdf NCC - NURS Final.docx 🔁 Nursing HSC110 CEP.pdf Police and Community FINAL - 2012.docx Social Science POL111 Campus.pdf Police and Community Outline FA 2012.... Social Science POL111 CEP.pdf

### **Electronic Application Requirements**

#### **Paired Assessments**

Paired Assessments A3 Example → Standard A3 → Paired Assessments ~ Name Agriculture AGB330 Assignment Campus.pdf Agriculture AGB330 Assignment CEP.pdf 🔁 Biology BIO165 Lab Assignment Campus.pdf Biology BIO165 Lab Assignment CEP.pdf Business ACC115 Exam Campus.pdf Business ACC115 Exam CEP.pdf Education ECE133 Rubric Campus.pdf Education ECE133 Rubric CEP.pdf English ENG105 Assignment Campus.pdf English ENG105 Assignment CEP.pdf Math MAT156 Final Exam Campus.pdf Math MAT156 Final Exam CEP.pdf Nursing HSC110 Exam Campus.pdf Nursing HSC110 Exam CEP.pdf Social Science POL111 Assignment Campus.pdf 🔁 Social Science POL111 Assignment CEP.pdf



#### accreditation@nacep.org