



NATIONAL ALLIANCE OF
CONCURRENT ENROLLMENT
PARTNERSHIPS

Lead Peer Review Training

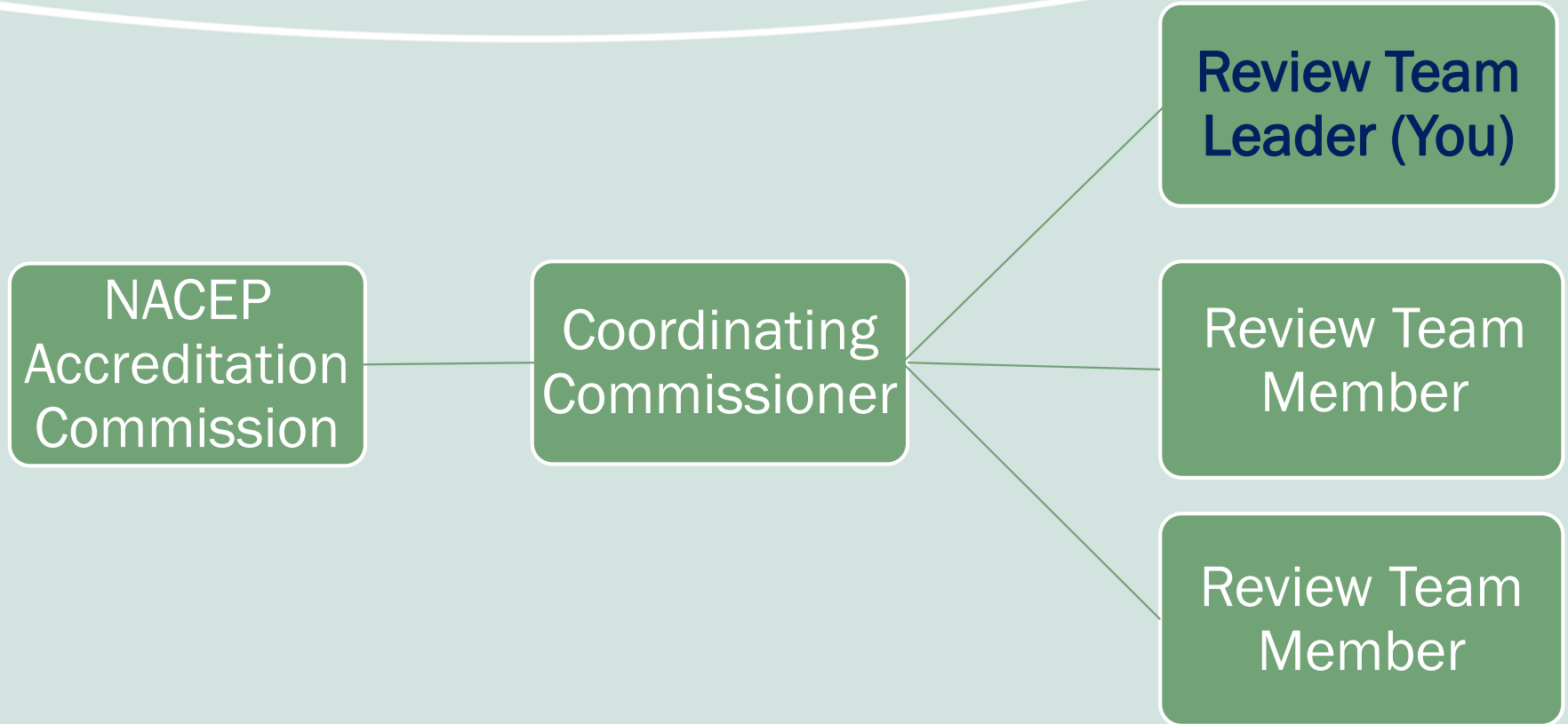
Lynn Burbank, Former Lead and Peer Reviewer

Jaclyn Dumond, Former Accreditation Commission Chair

Jennie Patteson, NACEP Director of Accreditation and Member Services

advancing quality college courses in high school

Accreditation Review Team Structure



Accreditation Review Timeline 16-17

August 15:	All Applications Assigned to Review Teams
October 7:	First Request for Additional Evidence
October 28:	Applicant Interviews at Conference or by Phone
February 1:	Final Report Deadline if no additional Evidence is required
By March 31:	Peer Review Team Submits Final Report to the Accreditation Commission if second evidence request was made
By May 1:	Accreditation Commission Vote

The Toolbox: Resources

- The Accreditation Guide
- Your Coordinating Commissioner
- NACEP Staff
- Additional tools



Nuts and Bolts: Managing the Process

- Leadership Skills
- Preparation prior to August 15
 - Re-read the Guides/seek clarification
 - Block out review time
- Welcome message to team members
- Preliminary team conference call
 - Break the ice
 - Discuss work styles/team expectations
 - Review standards & evidence/Q&A
 - Share reviewing tips
- Offer 1-on-1 opportunity for novice reviewers

Nuts and Bolts: Managing the Process

- First Review Call:
 - Discuss application quality, strengths, & challenges
 - Concentrate time on standards with concerns
 - Determine issues & requests to applicant
 - Identify steps/timelines before ending call
- "Things" you can count on happening
- First Request to Applicant
 - ▣ Be respectful, concise, clear, & firm
 - ▣ Include "documented evidence"
 - ▣ Paste 1st Request text into Review Form

What the Commission looks for from Leads and their Teams

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- Final Report
- Review Form

Challenges and Successful Tactics





Peer Reviewer Resources Available Online:
<http://www.nacep.org/accreditation/peer-reviewers/>