



Building an Exemplary Accreditation Application and Navigating the Peer Review Process

Higher Education Accreditation

Four types of higher education accrediting organizations:

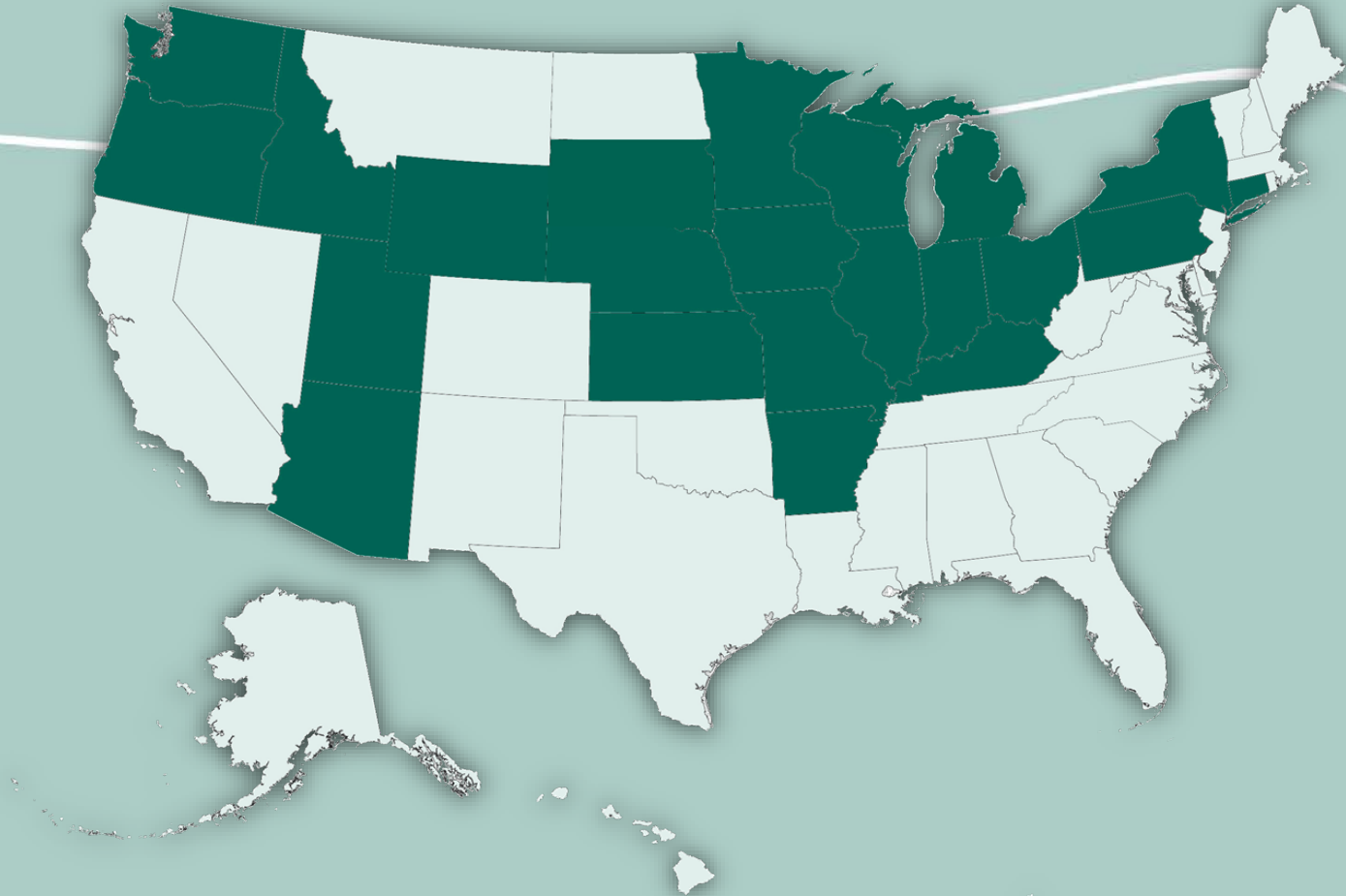
- Regional accreditors
- National faith-related accreditors
- National career-related accreditors
- Programmatic accreditors



How NACEP Accreditation Strengthens a Concurrent Enrollment Program

- Gives students assurance they are taking authentic college courses
- Aids students in credit recognition
- Enhances reputation of college and high school partners
- Leverage to gain commitments from college faculty and staff
- Cooperation of school partners who value accreditation when communicating with parents
- Schools consult with college when making new hires
- Prepares institutions for regional accreditor reviews

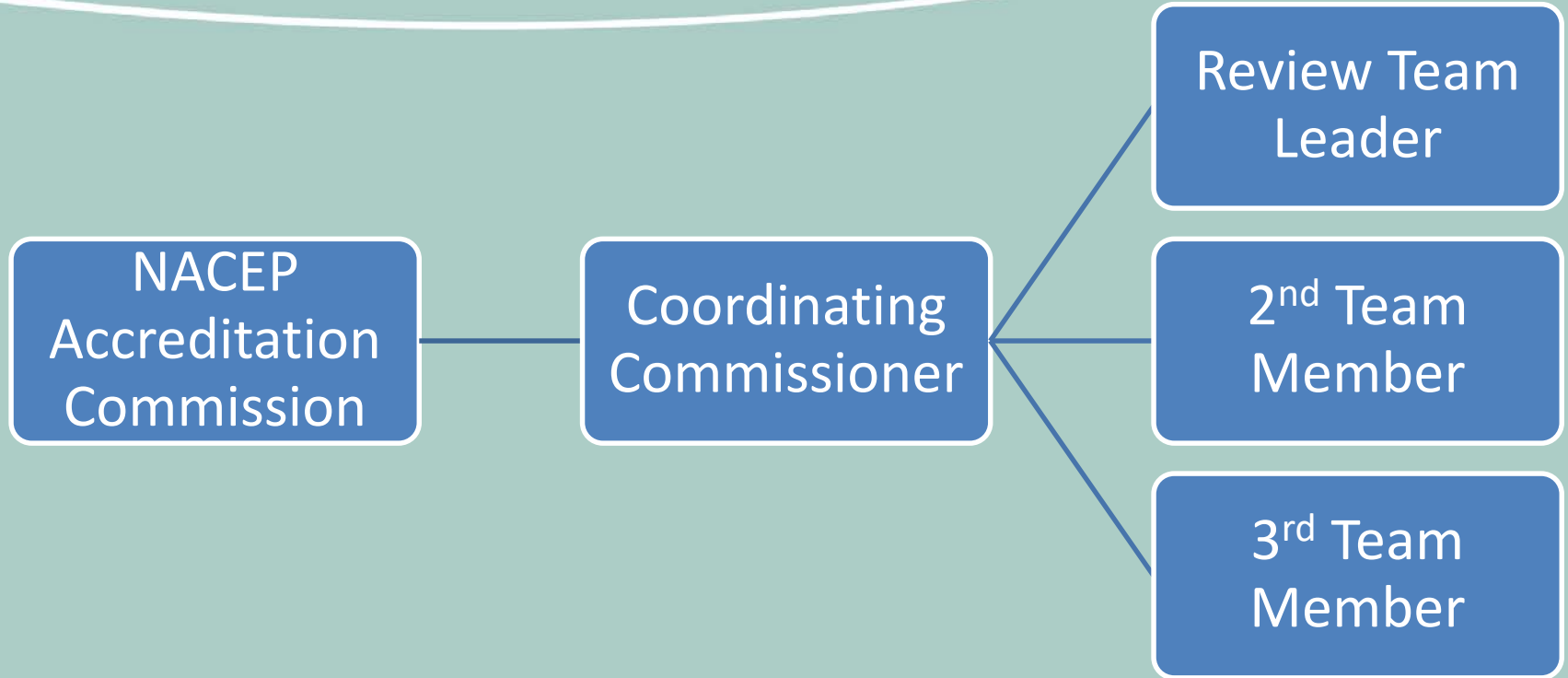
104 Accredited Programs Coast to Coast



Peer Review Process

- **Purpose of accreditation:** program improvement & 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**

Accreditation Peer Review Structure



Peer Review Timeline

Self Study	1-2 years prior to submitting an application
Intent Form	Filed December – January
Prepare & Submit Application	January – June Deadline on or around July 1
Initial Review by Peer Review Team	August – September
Interview	At NACEP National Conference (Oct/Nov)
Applicant Response & Additional Review	December – March
By May 1	Accreditation Commission Vote

New 2017 Standards Effective Dates

Standards	Application	Based on School Year	Review Cycle
Current	Summer 2018	2017-18	July 18 – April 19
New in 2017	Summer 2019	2018-19	July 19 – April 20

Compiling an Application

Critical Factors for Success

Make sure that your application:

- Includes only and all ***concurrent enrollment*** as defined by NACEP: college credit-bearing courses taught by high school teachers to high school students (see **Definition**, p.6; **Scope**, p.7)
- Demonstrates that you have implemented all policies and practices described in the Standards ***during the school year immediately preceding the application***
- Provides clear, well-organized 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, cont.

- Organize electronic files for online submission, following NACEP's electronic application requirements
- Use coversheets to explain how your evidence demonstrates your practice
- Be consistent in naming and courses across coversheets, supporting documents, brochures, and webpages
- Have faculty describe their practices and sign the Standard Assessment Form


















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



Organized Example ▶ Standard A1 ▶ B - Paired Syllabi

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....



Program Description

Program Context

- Basic statistics
- Size and scope
- History and place within college
- Relevant policies and laws
- Mixed courses
- Geography
- Student eligibility
- Payment
- Discipline list – only NACEP-defined CE courses

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.

List of Disciplines

College/University Name

Concurrent Enrollment Courses Offered by Discipline

School Year 2014-15

18 courses spanning 6 disciplines

College or Division	Department (if applicable)	Discipline #	Discipline	Course #	Course Title	Faculty Liaison	# of CE Teachers
Liberal Arts	English	1	English	ENG 101	Rhetoric and Composition I	D. Stilwell	15
Liberal Arts	English		English	ENG 103	Fundamentals of Creative Writing	M. Graham	1
Liberal Arts	English		English	ENG 105	Introduction to Literature	J. Galbus	4
Liberal Arts	French	2	World Languages	FREN 203	Intermediate French I	J. Jensen	4
Liberal Arts	French		World Languages	FREN 204	Intermediate French II	J. Jensen	3
Liberal Arts	Spanish		World Languages	SPAN 203	Intermediate Spanish I	D. Hitchcock	7
Liberal Arts	Spanish		World Languages	SPAN 204	Intermediate Spanish II	D. Hitchcock	4
Nursing & Health Professions	Health Professions	3	Health Professions	HP 115	Medical Terminology for Health Professions	E. Elkins	12
Nursing & Health Professions	Health Professions		Health Professions	HP 211	The Healthcare Delivery System	E. Elkins	2
Science, Engineering & Educatic	Biology	4	Biology	BIOL 105	Biology of Human Concern	B. Kalvelage	9
Science, Engineering & Educatic	Biology		Biology	BIOL 133	Biological Concepts	H. Maurice	1
Science, Engineering & Educatic	Biology		Biology	BIOL 210	Environmental Conservation	B. Summers	2
Science, Engineering & Educatic	Chemistry	5	Chemistry	CHEM 107	Elements in Everyday Chemistry	J. Seyler	10
Science, Engineering & Educatic	Chemistry		Chemistry	CHEM 141	Principles of Chemistry	J. Seyler	8
Science, Engineering & Educatic	Chemistry		Chemistry	CHEM 261	General Chemistry I	J. Seyler	1
Science, Engineering & Educatic	Physics & Earth Sciences	6	Physics & Earth Sciences	GEOL 112	Earth System Science	J. Durbin	1
Science, Engineering & Educatic	Physics & Earth Sciences		Physics & Earth Sciences	GEOL 161	Physical Geology	J. Durbin	3
Science, Engineering & Educatic	Physics & Earth Sciences		Physics & Earth Sciences	PHY'S 101	Introduction to the Physical Sciences	K. Purcell & K. Scheller	11

