



Site Visits: Key Stakeholder Questions

Start the meeting off with a thank you to the institution for their participation in the accreditation process. Explain the purpose of the site visit and the accreditation process – read this statement:

“The NACEP Accreditation Commission recognizes that site visits provide an in-depth view of program activity, add voices and representation to the accreditation process, and allow the review team members to explore questions or concerns that emerged during the application review process.

The interviews are an opportunity to ask clarifying questions about specific standards in context to larger program and standard themes. Our goal today is to get to know the program and alignment with NACEP standards from your perspective.”

In addition to questions derived from the application review, some general questions you might ask them include:

Concurrent Enrollment/College Provided Faculty Program Staff

- Does your program staff have any concerns about the sustainability of the program?
- What are the challenges faced by your program?
- What are the strengths of your program/what are some areas of improvement?
- What achievements would you like to highlight?
- What do you want us to know about the CEP/CFP program that we didn't ask about?
- How are students advised about the benefits and implications of taking concurrent enrollment courses, and the college's policies?

Institution Leadership (Senior Administration managing concurrent enrollment program)

- What are the concurrent enrollment priorities for your institution?
- How does the concurrent enrollment program align with the institutional strategic goal?
- How does your team provide support/guide/oversee the concurrent enrollment program?
- How are academic departments involved in the decision-making process for the concurrent enrollment program?
- What do you want us to know about the concurrent enrollment program that we didn't ask about?

Faculty Liaison

- How long have you served as a Faculty Liaison for the concurrent enrollment program? For CEP liaisons, how many high school instructors do you manage?
- In your opinion, what value does the concurrent enrollment program bring to your institution?
- What is your role in planning and facilitating annual discipline specific professional development?
- How do you ensure students are being held to the same grading standards as those on-campus?
- What do you want us to know about the concurrent enrollment program that we didn't ask about?



Concurrent Enrollment/College Provided Instructors

- How long have you served as a concurrent enrollment instructor? What courses do you teach?
- Describe the support and interaction you receive from the concurrent enrollment staff and your faculty liaison?
- Did you attend professional development? How did the professional development strengthen your practice? What additional resources might you need that the professional development did not provide? How might the professional development be improved in the future?
- How has the concurrent enrollment program impacted your school, teachers, students and/or parents?
- What other ways could the institution further support you, your students, and your school?
- What do you want us to know about the concurrent enrollment program that we didn't ask about?

Secondary Administrative Partners

- How long has your program offered concurrent enrollment courses in partnership with the institution?
- Is there a formal school partnership agreement outlining your partnership with the institution? If not, please discuss how roles, responsibilities and expectations are shared.
- Discuss how the institution and concurrent enrollment program communicates with your administrators, counselors, teachers, students and parents.
- Describe how the institution supports your concurrent enrollment programming.
- Did your administrators or counselors attend any professional development, training or orientations offered by the concurrent enrollment program?
- How are students advised about the benefits and implications of taking concurrent enrollment courses and the institution's policies?
- What do you want us to know about the concurrent enrollment program that we didn't ask about?

Student

- How were you advised about the benefits and implications of taking concurrent enrollment courses? And college policies?
- What campus student learning resources and student support services are available to you?
- How were you informed about the processes and procedures to enroll in courses?
- Did you take general education, elective or Career Technical Education courses? How have these courses impacted your post secondary plans?
- Describe how you were advised about the courses you selected. Who advised you about your concurrent enrollment courses? Did you feel adequately prepared to select your courses?



- What do you want us to know about the concurrent enrollment program that we didn't ask about?

Closing: "Thank you for your time today, we appreciate learning about the program from your perspective."