

Building an Exemplary Accreditation Application and Navigating the Peer Review Process

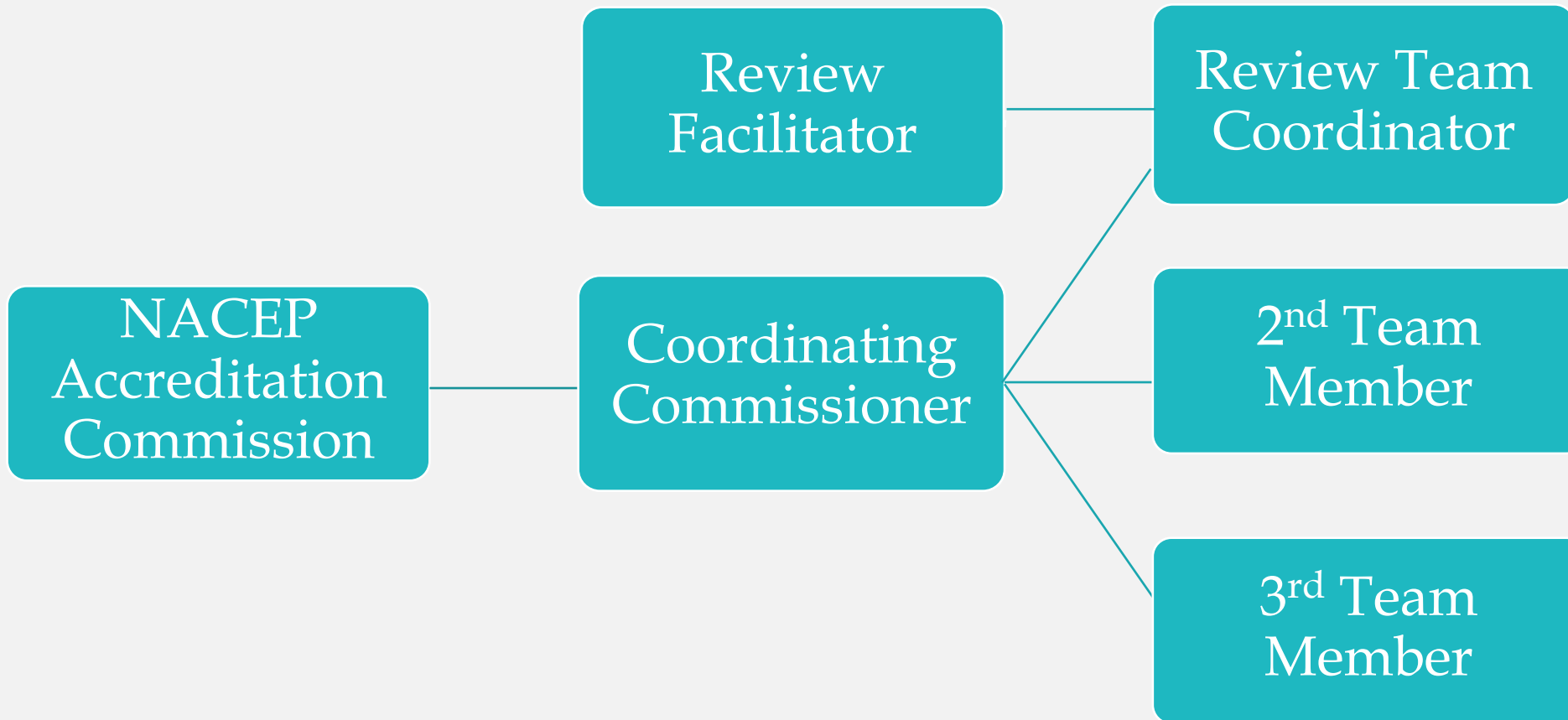


advancing quality college courses for high school students

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



Pre-application Process

The Pre-application packet must be submitted online and includes questions about:

Institutional characteristics

Program size

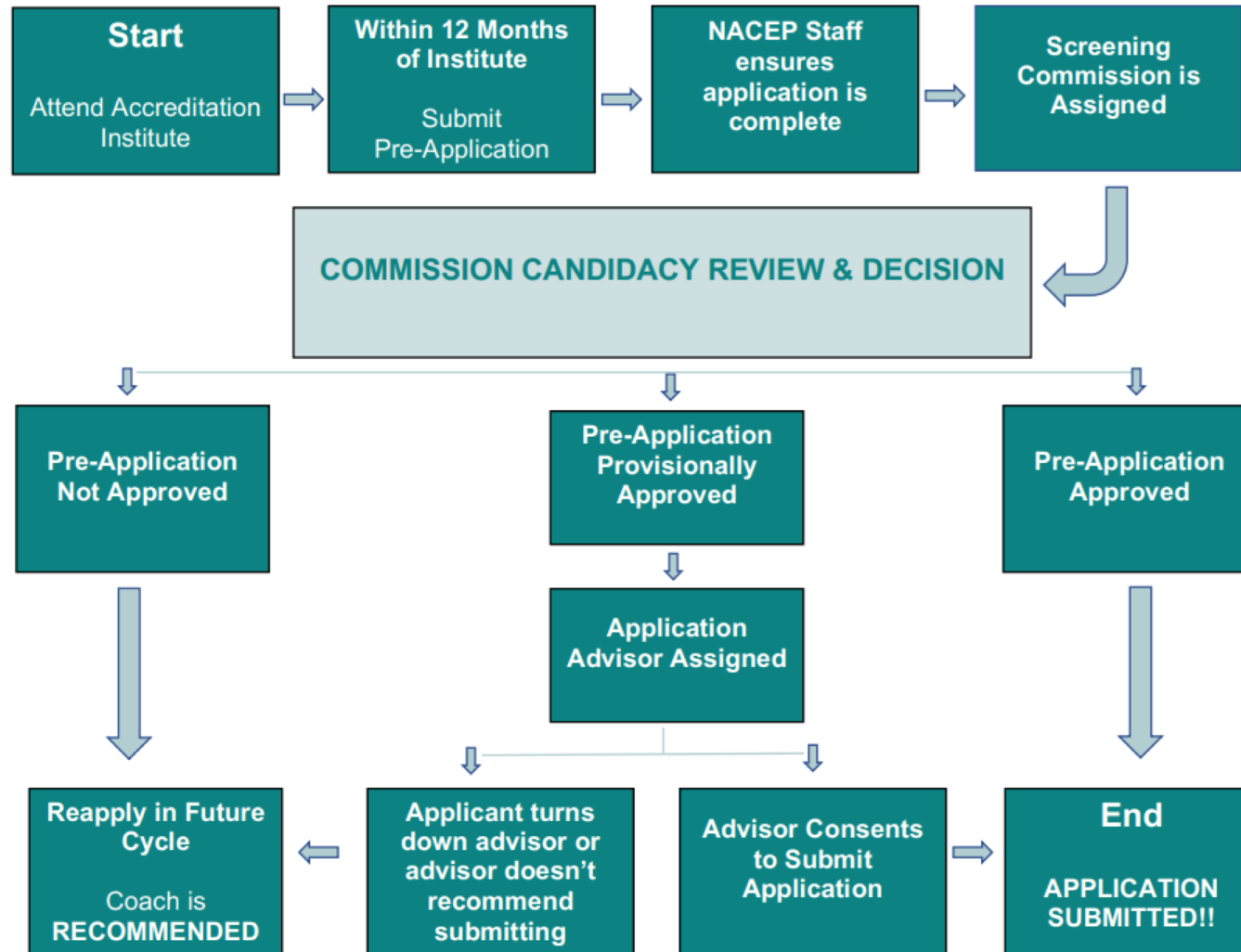
A list of courses offered for concurrent enrollment, organized by discipline

Questions to gauge your readiness to apply

Contact information

Completed Coversheets for the following standards: F2, F3, S3, S4, A1, C3, P1, P2, E2

Accreditation Pre-Application Process



Peer Review Timeline

Self Study	1-2 years prior to submitting an application
Pre-application	Filed October-December
Prepare & Submit Application	January – July Deadline on or around July 1 (August 1 for 19/20 cycle)
Initial Review by Peer Review Team	September-October
Interview/Site Visits	At NACEP National Conference (Oct)
Applicant Response & Additional Review	November – February
Team Presents Findings to Commissioner	March
By May 1	Accreditation Commission Vote

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, continued...

- 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 in their Statements of Equivalency

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 & Education	Biology	4	Biology	BIOL 105	Biology of Human Concern	B. Kalvelage	9
Science, Engineering & Education	Biology		Biology	BIOL 133	Biological Concepts	H. Maurice	1
Science, Engineering & Education	Biology		Biology	BIOL 210	Environmental Conservation	B. Summers	2
Science, Engineering & Education	Chemistry	5	Chemistry	CHEM 107	Elements in Everyday Chemistry	J. Seyler	10
Science, Engineering & Education	Chemistry		Chemistry	CHEM 141	Principles of Chemistry	J. Seyler	8
Science, Engineering & Education	Chemistry		Chemistry	CHEM 261	General Chemistry I	J. Seyler	1
Science, Engineering & Education	Physics & Earth Sciences	6	Physics & Earth Sciences	GEOL 112	Earth System Science	J. Durbin	1
Science, Engineering & Education	Physics & Earth Sciences		Physics & Earth Sciences	GEOL 161	Physical Geology	J. Durbin	3
Science, Engineering & Education	Physics & Earth Sciences		Physics & Earth Sciences	PHYS 101	Introduction to the Physical Sciences	K. Purcell & K. Scheller	11

Questions

