Successfully Building an Exemplary Accreditation Application & Navigating the Peer Review Process

NACEP Winter Accreditation Institute
February 22, 2017
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**
Accreditation Review Team Structure

- NACEP Accreditation Commission
- Coordinating Commissioner
- Review Team Leader
- 2nd Team Member
- 3rd Team Member
Peer Review Process

**January 31:** File an Intent to Apply Form, reviewed by an Accreditation Commissioner

**June 15:** Upload application, screened by a Commissioner

**September/October:** Receive First Request for Additional Evidence and Interview with Peer Review Team at the NACEP Conference or by Teleconference

**December:** Applicant uploads Response to First Request

**January:** Second (and final) Request for Additional Evidence (if necessary)

**February:** Applicant uploads Response to Second Request

**By May 1:** Accreditation Commission Vote and Notification
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

Required Folder Structure

- Program Description
- Curriculum Standards
  - Standard C1
  - Standard C2
  - Standard C3
- Faculty Standards
  - Standard F1
  - Standard F2
  - Standard F3
  - Standard F4
- Student Standards
  - Standard S1
  - Standard S2
  - Standard S3
- NACEP Assessment Standard Forms
- 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

Required Folder Structure

- Program Description
- Curriculum Standards
  - Standard C1
  - Standard C2
  - Standard C3
- Faculty Standards
  - Standard F1
  - Standard F2
  - Standard F3
  - Standard F4
- Student Standards
  - Standard S1
  - Standard S2
  - Standard S3
- NACEP Assessment Standard Forms
- 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

- 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

- 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....
Electronic Application Requirements
Paired Assessments

- 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
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:45-11 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>11-11:45 a.m.</td>
<td>Washington State Meeting</td>
</tr>
<tr>
<td></td>
<td>From the Eyes of a Peer Reviewer</td>
</tr>
<tr>
<td>11:55-12:35</td>
<td>Lunch</td>
</tr>
</tbody>
</table>