NACEP Accreditation Institute

Program Description & Evaluation Breakout
Intent Form

Deadline:
January 29, 2017

Intent to Apply Fee:
$100
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
List of Disciplines

<table>
<thead>
<tr>
<th>College or Division</th>
<th>Department (if applicable)</th>
<th>Discipline #</th>
<th>Discipline</th>
<th>Course #</th>
<th>Course Title</th>
<th>Faculty Liaison</th>
<th># of CE Teachers</th>
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<td>English</td>
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<td>Introduction to the Physical Sciences</td>
<td>K. Purcell &amp; K. Scheller</td>
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# Program Evaluation Standards 101

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<tbody>
<tr>
<td>E1</td>
<td>CEP students</td>
<td>Every section</td>
<td>No</td>
<td>Yes, disaggregated by instructor</td>
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<td>E2</td>
<td>CEP alumni, one year out</td>
<td>Every year</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>E3</td>
<td>CEP alumni, four years out</td>
<td>Every three years</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>E4</td>
<td>Instructors, Principals, Guidance Counselors</td>
<td>Every three years</td>
<td>Yes</td>
<td>Yes, disaggregated by role</td>
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### E1: Course Evaluations

**Intent:** To provide instructors with student feedback regarding the course.

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<tbody>
<tr>
<td>E1</td>
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<td>No</td>
<td>Yes, disaggregated by instructor</td>
</tr>
</tbody>
</table>

*Completed for every course section, every time.*
E1: Course Evaluations
Required Evidence

1. **Survey instrument.** If there is variation among departments, submit one sample of each type of evaluation instrument used.

2. **Sample of an evaluation report instructors receive** regarding the college/university course. If there is variation among departments, submit one sample of each type of evaluation report used.

3. **Description of methodology and process** used to report back to CEP instructors.
E1: Course Evaluations
Tips & Ideas

- Follow your university’s process – ask OIR!
- Survey Instrument: Ranges from Paper to Online (SurveyMonkey & Qualitrics)
- No required NACEP questions – surveys can vary by discipline
- Prep instructors
- Avoid message overload
- Accurate email addresses

Open-ended questions:

Q12: What was the most difficult topic?
Q13: What topic received too much class time?
Q14: What topic received too little class time?
Q15: What did or did not convince you this was a college course?
E2: 1-Year Out Survey

**Intent:** 1) To determine transfer credit recognition and track student college matriculation. 2) To inform and guide program improvement. 3) To gauge student satisfaction

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<tbody>
<tr>
<td>E2</td>
<td>CEP alumni, one year out</td>
<td>Every year</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>
1. Survey instrument.
2. Summary report including (at a minimum) description of the methodology (addressing criteria in the standard), number of surveys sent and number of responses received, response rate, compilation of the data, & analysis of responses.
**E3: 4-Year Out Survey**

**Intent:** To determine long range benefits to students of CEP participation.

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</thead>
<tbody>
<tr>
<td>E3</td>
<td>CEP alumni, four years out</td>
<td>Every three years</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
E3: 4-Year Out Survey
Required Evidence

1. Survey instrument.
2. **Summary report** including (at a minimum) description of the methodology (addressing criteria in the Standard), number of surveys sent and number of responses received, response rate, compilation of the data, and analysis of responses.
E2 & E3: 1-Year & 4-Year Out Survey

Tips & Ideas

- Timing when you expect students to be home
- NACEP questions but you can add your own!
- Prep student before they leave high school
- Accurate email addresses
- Be aware of response bias
- Incentivize results
- Follow method required
E4: Partner Survey/Deep Impact Study

**Intent:**
1) To determine instructor, counselor, and principal perspectives.
2) To inform and guide program improvement.

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</thead>
<tbody>
<tr>
<td>E3</td>
<td>Instructors, Counselors, Administrators</td>
<td>Every three years</td>
<td>Yes</td>
<td>Yes</td>
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E4: Partner Survey
Required Evidence

1. Survey instrument.
2. Summary report including (at a minimum) description of the methodology (addressing criteria in the standard), number of surveys sent and number of responses received, response rate, compilation of the data, and analysis of responses.
E4: Partner Survey
Tips & Ideas

- Similar prep work as for other surveys
- Separate surveys for each group
- NACEP essential questions but you can add your own!
Response Rates

- Response rates are more important when the study’s purpose is to measure effects or make generalizations to a larger population.
- They are less important if the purpose is to gain insight.
Tips for increased response rate

• Will rise if the culture of taking evaluations is strengthened
• Over time users become familiar with system and process
• Motivate students to provide feedback – instructor request
• Provide class time to do evaluations
• Provide all information needed to take evaluations clearly
• Provide frequent remainders to students and partners
Reports

Explain the survey’s methodology
• Who was surveyed?
• How? (format, timing)
• What was the response rate?
• Include the survey instrument

Provide the results
• How are the results used/shared?
• For alumni & impact surveys - draw conclusions
Common Accreditation Issues

- Not working with qualified researcher
- Incorrect survey frequency
- Lack of follow-up with non-respondents
- Low response rates
- Limited analysis in summary report
- Lack of evidence that survey results prompted any reflection on possible program improvement