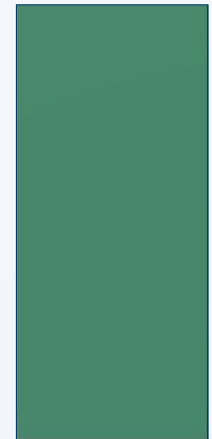


# CEA SITE VISIT Q&A

**NICOLE MARTELLO & RACHEL HERMAN**



# PURPOSE OF WEBINAR

- Review timeline and resources
- Assist you in preparing the on-site agenda
- Anticipate documents to have available for the team – both paper and electronic
- Answer frequently asked questions

# ACCREDITATION PROCESS

- Eligibility
- Workshop participation
- Self-study plan / Timeline
  - Within 2 months
- Self-study report
  - Respond to 44 standards
  - Within 12-16 months
-  Site visit (2 ½ days) by a review team that verifies claims in the self study and writes a report based on
  - visiting classes and facilities
  - interviewing faculty and staff
  - reviewing documents
- Review Team Report
  - Within 30 days
  - Site Visit Evaluation
- Response to Review Team Report
  - Within 30 days
- Commission review
  - 13 members
  - Public announcement
- Regular Reporting
  - Possible reporting requirements
  - Substantive change
  - Annual Report- each Feb.
- Re-accreditation
  - Interim report

# THE REVIEW TEAM

## 2 Peer Reviewers - Team Leader and Team Member

- ✓ Read your self-study report and supporting documentation
- ✓ Note questions to ask on site and documentation to review
- ✓ Prepare a preliminary report

## CEA Site Visit Representative (“CEA Rep”)

- ✓ Ensures CEA policies and procedures are followed
- ✓ Supports the team’s logistical needs
- ✓ Reviews on-site documentation
- ✓ Carries out financial review activities

# TIMELINE

- **Submit site-visit availability form – done!**
- **Confirm the dates of the visit**
- **Confirm the two peer-reviewers**
- **Receive Site Visit Memo from CEA – will put you in touch with the team**
- **Work with the CEA Rep and team to prepare for site visit**

**The CEA Rep is your main point of contact for planning and preparation for the visit.**

# RESOURCES

- ***The Accreditation Handbook***
  - **Section 4**
  - **Appendix - Guidelines for Financial Reviews**
  - **Appendix - Document Guide by Standard**
- **Site Visit Memo – issued to each school before the visit**
- **CEA Rep Memos – issued throughout preparation stage**

# THE AGENDA

# AGENDA

**Prepare 1<sup>st</sup> draft agenda –  
using Sample Agenda on Site Visit Memo:**

- **Tailor the agenda to your site’s needs**
- **Schedule meetings that address the standards, e.g. curriculum, assessment, student services, planning, etc.**
- **Choose meeting times that work for your personnel**
- **Schedule senior-level administrators’ interviews for Day 1**
- **Let the team know your school’s operating hours so that they can plan accordingly**



# ON-SITE ACTIVITIES

- Initial meeting
- Tour of facilities
- Interviews
  - Administrator and staff, including the person to whom the Director reports
  - Faculty
  - Student
- Class visits – please provide a syllabus and lesson plan for each class observation
- Exit Meeting

# ON-SITE ACTIVITIES

## Day 1

- Initial meeting
- Tour of facilities

# ON-SITE ACTIVITIES

## Day 1 & 2

- **Interviews**
  - **Administrators and staff, including the person to whom the Director reports**
  - **Faculty**
  - **Students**
- **Class visits**
  - **Please provide a syllabus and lesson plan for each class observation**

# ON-SITE ACTIVITIES

## Day 3

- **Follow-up meetings**
- **Exit Meeting**

# THE TEAM ROOM

# TEAM ROOM

- Private workroom – no interviews, if possible
- Lockable – provide 3 keys, if possible
- Sound-proof; no video/audio recording
- Big enough for 3 people
- Modest supplies, including shredder
- Computer with self-study, supporting documents, intranet if applicable
- Secure printer access
- Light snacks

# GENERAL DOCUMENTS PREP

- Folder for each team member – see Site Visit Memo
- On site verification (B-2 boxes in self-study) – organize by standard area (e.g., Curriculum)
- Completed tests given over two terms of study
  - Hint: Regularly used blank tests also helpful
- Copy of syllabus and lesson plan for each class observation
- Student files
- Faculty, administrator, staff files

# ELECTRONIC RECORDS

You need to identify **WHERE** your records are  
and **HOW** the team can access them:

- Shared network drives
- Learning Management Software (LMS)
- Student Records Management Software (SRM)
- SEVIS
- Vendor-made and proprietary software



# ELECTRONIC RECORDS

You need to identify **WHERE** your records are  
and **HOW** the team can access them:

- Shared network drives
- Learning Management Software (LMS)
- Student Records Management software (SRM)
- SEVIS
- Vendor-made and proprietary software

## Prepare

- Passwords for team, if applicable
- Electronic map – indicating the files to review, and where to find them (e.g., Listening 1 Syllabus, in Folder X within Folder Y)
  - Group electronic docs by standard area, just like paper docs

# FINANCIAL REVIEW & DOCUMENTS

**CEA Rep will carry out financial review**

- **Interviews**
- **Document collection**
- **Document review – refer to Appendix in Accreditation Handbook**
  - **e.g., U.S. institutions**

# SITE VISIT CULTURE

# SITE VISIT CULTURE

- Team asks questions that you already answered in the self-study
- Questions move from topic to topic without smooth transitions
- Reviewers will be taking notes during interviews
- Questions are required by CEA and don't necessarily indicate a concern
- Team members cannot:
  - Socialize
  - Give advice
  - Answer question "How are we doing?"

# FREQUENTLY ASKED QUESTIONS

# FAQ

- 1. We have a small program. Will this be a problem?**
- 2. We don't have classes on one day of the visit (e.g., Fridays).**
- 3. My visit is from Th-Sat. Who needs to be available on Saturday?**
- 4. What do we tell faculty/staff/students about the interviews? How should they prepare?**
- 5. We are so proud of our work on this process. Can we take pictures with the team to commemorate the process?**
- 6. Having the team look at student files is against FERPA and/or personnel files is against institutional regulations.**



<a href="#">Student Loans</a>	<a href="#">Grants</a>	<a href="#">Laws</a>	<a href="#">Data</a>
-------------------------------	------------------------	----------------------	----------------------

LAWS & GUIDANCE / GENERAL

# Family Educational Rights and Privacy Act (FERPA)

Get the Latest on FERPA at [familypolicy.ed.gov](http://familypolicy.ed.gov)

- [Frequently Asked Questions](#)
- [FERPA for parents and students and school officials](#)
- [Protection of Pupil Rights Amendment \(PPRA\)](#)
- [Guidance and Notices](#)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

## How Do I Find...

- [Student loans, forgiveness](#)
- [College accreditation](#)
- [Every Student Succeeds Act \(ESSA\)](#)
- [FERPA](#)
- [FAFSA](#)

[More >](#)

## Information About...

- [Transforming Teaching](#)
- [Family and Community Engagement](#)
- [Early Learning](#)

## Related Topics

- [Key Policy Letters](#)



# AFTER THE VISIT



## AFTER THE VISIT

- Review Team Report will be sent within 30 working days
- Your school will Respond to the Report – 30 working days
- Accreditation decision:
  - January to April visit = August decision
  - May to August visit = December decision
  - September to December visit = following April decision

# CEA CONTACTS

**Melissa Van De Wege, Accreditation Review Manager:**

**[mvandewege@cea-accredit.org](mailto:mvandewege@cea-accredit.org)**

**Rachel Herman, Accreditation Specialist & Technology Manager:**

**[rherman@cea-accredit.org](mailto:rherman@cea-accredit.org)**

**Mary Reeves, Executive Director:**

**[mhreeves@cea-accredit.org](mailto:mhreeves@cea-accredit.org)**

**Heidi Vellenga, Associate Director:**

**[hvellenga@cea-accredit.org](mailto:hvellenga@cea-accredit.org)**

<https://www.surveymonkey.com/r/CEASiteVisitWebinar>



**Site Visit Webinar Evaluation**