

CEA HYBRID SITE VISIT: THE FOLLOW-UP VISIT

**MELISSA VAN DE WEGE
ACCREDITATION REVIEW MANAGER**

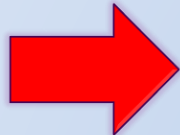


PURPOSE OF WEBINAR

- Review the procedures and processes for preparing for the in-person follow-up site visit
- Assist you in preparing for the follow-up visit
- Provide you with information about what happens after the follow-up visit



HYBRID SITE VISIT PROCESS

- **Virtual review** (2 ½ days) by a review team that verifies claims in the self-study report and writes a report based on the following virtual activities:
 - 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**
 - Reporting requirements, if applicable
 - Substantive change
 - Annual Report- each Feb.
 - **Follow-up in-person site visit** (1 day) by a CEA Rep / reviewer
 - To be conducted within 1 year of accreditation decision
 - visiting classes and facilities
 - interviewing faculty and staff
 - reviewing documents
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IN-PERSON FOLLOW-UP VISITS PROCEDURES

- Site agrees to Hybrid Site Visit conditions
- Reminder in accreditation decision letter
- Scheduling for site and team conducted by ARM
- Site submits Site Update document
 - Site Overview
 - Changes made since the virtual review
- Follow-up Site Visit Memo sent by ARM: CEA Rep introduced
- In-person Follow-up Preparation Webinar
- In-person Follow-up Visit Report (IFVR)
- Review by Commission



PURPOSE OF VISIT

- Core verification activities
- Other verification activities based on the results of the virtual review RTR and information in the pre-visit Site Update document, as applicable
- Verification of compliance with any standards marked “unable to verify” at the time of the virtual review.
- Specific verification activities proposed in advance through the agenda building process with the CEA Rep



THE REVIEW TEAM

1 Peer Reviewer

- Reviews RTR, Site Update document, responses to reporting requirements and supporting documentation, as applicable
 - ✓ Notes questions to ask on site and documentation to review
 - ✓ Prepares an In-Person Follow-up Visit Report (IFVR)

CEA Site Visit Representative (“CEA Rep”)

- ✓ Ensures CEA policies and procedures are followed
- ✓ Reviews documentation with peer reviewer



RESOURCES

- **CEA Follow-up Visit Procedures**
- **Conducting CEA Site Visits During COVID-19**
 - Document sent to sites and teams for in-person visits (2 ½-day and follow-up visits)
 - State or local restrictions in the area
 - Travel restrictions / quarantine requirements taken
 - Social distancing guidelines
 - Team workroom with enough space for social distancing



AGENDA

- **CEA Rep sends a first draft of agenda**
- **Core verification activities**
- **Additional verification activities tailored to each visit based on Site Update and responses to reporting requirements, as applicable**



SITE VISIT ACTIVITIES

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



WORKROOM

- Private workroom – no interviews conducted in work room
- Lockable – provide 2 keys, if possible
- Sound-proof; no video/audio recording
- Big enough for 2 people
- Modest supplies, including shredder
- Computer with supporting documents and intranet if applicable
- Secure printer access
- Light snacks

GENERAL DOCUMENTS PREP

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

ELECTRONIC RECORDS

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

SITE VISIT CULTURE

- Team asks questions that you may already answered during the virtual review
- Questions move from topic to topic without smooth transitions
- Rep and Reviewer will be taking notes during interviews
- Questions are required by CEA and don't necessarily indicate a concern
- Team members cannot:
 - Give advice
 - Answer question “How are we doing?”

IN-PERSON FOLLOW-UP VISIT REPORT (IFVR)

- Contains findings for a group of core standards
- Contains findings for additional standards as applicable based on:
 - Site's responses to reporting requirements for specific standards, based on virtual review RTR
 - “Unable to verify” findings indicated in virtual review RTR
 - Any changes indicated in Site Update document that align with standards not in group of core verification standards
 - Compliance issues that arise during the in-person follow-up visit

POST-VISIT REVIEW

1-year decision

- IFVR to Commission
- Continued accreditation decision
- Reporting requirements / warning

Other grants of accreditation

- IFVR to Standards Compliance Committee (SCC)
- Reporting requirements / warning

CONTACT

Melissa Van De Wege
Accreditation Review Manager
mvandewege@cea-accredit.org