



ACCREDITATION CHECKLIST

Program: _____ Self-Study Date: _____

Contact: _____

1. 24 MONTHS BEFORE ACCREDITATION VISIT

- Institutional Effectiveness (IE) schedules meeting with school dean, department chair, IE staff, and Director of Assessment to initiate accreditation process
- Program takes part in initiating the accreditation site-visit as described by its external accreditation agency (some agencies require an application while other agencies self-initiate)
- Upon receipt of agency accreditation materials, program submits an electronic copy to IE for inclusion in the IPFW accreditation website
- Program Identifies accreditation team, chair, and subcommittees as needed
- Program Identifies and aligns with agency checklists and timelines
- Program writes plan of action and submits to IE **within a month** which includes:
 - contacting IE to discuss/coordinate document submission dates, site-visiting scheduling, needs assessment, etc.
 - coordinating accreditation process and setting up all required/necessary departmental meetings
 - developing a workflow calendar based on the assessment needs and date requirements that includes dates to send reminders
 - scheduling **monthly** meetings with IE to discuss progress

2. 12 MONTHS BEFORE ACCREDITATION VISIT

- Program schedules **bi-monthly** meetings with IE to discuss plan of action progress/updates
- Program has identified and is gathering appropriate sources of evidence for self-study
- Program attends required accreditation agency conferences and meetings
- Program is working with IE while writing self-study report, responding to the agency's standards and adhering to their reporting specifications
- Program identifies proof-reader

3. 6 MONTHS BEFORE ACCREDITATION VISIT

- Program distributes final draft self-study report (including all appendices, attachments, charts, graphs, etc.) to Bob Wilkinson, *Associate Vice Chancellor for Institutional Effectiveness, Assessment, and Accreditation*, for review no later than **4 months** prior to the submission to the agency
- Program submits copy of self-study to the Director of Assessment for comments on the program's assessment endeavors
- Program submits copy of self-study to IE staff requesting verification of institutional data and its source information

4. WITHIN 3 TO 1 MONTH BEFORE ACCREDITATION VISIT

- IE provides feedback on the self-study about whether the self-study covers the essential elements and standards required by the accreditation agency and adherence to IPFW policies and procedures no later than five business days prior to agency's deadline
- Program organizes site-visit in accordance with agency guidelines
- Program forwards draft site-visit agenda to IE
- Program finalizes self-study based on feedback from IE and Director of Assessment and forwards to IE for another review and submits to the agency by the agency's deadline
- Program and IE creates an accreditation review web page to which site visit team members can be directed for site-visit documents
- Program organizes and conducts accreditation mock visit
- Program forwards electronic copy of self-study to IE for inclusion in the IPFW accreditation website

5. AFTER SUBMITTAL OF SELF-STUDY TO AGENCY

- If agency requires additional information, program:
 - submits copy of agency request for additional information to IE
 - works with VCAA, IE, and faculty to respond to agency's questions and concerns
 - submits final draft of their response no later than 14 days prior to the submission of the agency to VCAA and IE
 - revises response, if needed, and submits to agency by their deadline
 - repeat above steps until agency approves revisions
 - forwards electronic copy of agency response(s) to IE for inclusion in the IPFW accreditation website
- When self-study is accepted, program forwards copy of agency self-study approval letter to IE for inclusion in the IPFW accreditation website
- Program finalizes site-visit preparations:
 - makes all arrangements for site-visit
 - creates site-visit team meeting schedule including VCAA as part of the rotation visits and IE in their exit interview
 - forwards electronic copy of agency schedule approval letter to IE for inclusion in the IPFW accreditation website
- Program submits a two-page summary containing demographic information, strengths and concerns, and talking points **two-weeks** prior to briefing meeting
- Program schedules a briefing meeting with IE, VCAA, dean, and department to discuss summary **two-weeks** before site-visit

6. 1 MONTH AFTER ACCREDITATION VISIT

- Program and faculty corrects error of fact, clarifies data, and misinterpretations and submits final draft self-study to IE and VCAA no later than **14 business days** prior to submission to agency
- Program forwards all official agency reports and responses, including agency's decision regarding accreditation status, to IE for inclusion in the IPFW accreditation website
- Program follow-ups on all accreditation related expenses