

# **The Phases of Accreditation**

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Phase I: Self-Study		
	Preparation for the Self-Study	Self-Study Part I: Reviewing the Standards
<b>DATE</b>		
<b>PURPOSE</b>	Prior to beginning the Self-Study, the school must gather background information that will inform the discussion of the Self-Study Committees.	Part I of the Self-Study is focused on documenting the school's adherence to the Standards and to formulating recommendations for improvement.
<b>TASKS TO BE ACCOMPLISHED</b>	<p><u>The School will:</u></p> <ul style="list-style-type: none"> <li>• Review the mission statement.</li> <li>• Confirm that there is a current written description of the curriculum.</li> </ul> <p><u>Program Committees will:</u></p> <ul style="list-style-type: none"> <li>• Review all major program areas with regard to the Program Standards (4, 5, and 6).</li> <li>• Write a brief report on each program area. (See Page 23)</li> </ul> <p><u>The Self-Study Coordinator will:</u></p> <ul style="list-style-type: none"> <li>• Arrange to survey constituents.</li> <li>• Compile statistics.</li> <li>• Assemble documents.</li> <li>• Request financial information.</li> <li>• Arrange for financial review.</li> </ul>	<p><u>Each Standards Review Committee will:</u></p> <ul style="list-style-type: none"> <li>• Review relevant background information (survey data, statistics, documents, and existing plans).</li> <li>• Review reports from program committees.</li> <li>• Review and comment on possible indicators and alternatives.</li> <li>• Identify issues for further inquiry.</li> <li>• Conduct research through focus groups, interviews, and observation.</li> <li>• Rate the degree of compliance with the Standard.</li> <li>• Draft a report documenting compliance with the Standard – or outlining specific steps and timeline to bring the school into compliance – and making recommendations related to the Standard that would enhance the students' experience and foster school improvement.</li> </ul>
<b>PROCESS STEPS</b>	<p>Appoint the Self-Study Coordinator(s) and Steering Committee.</p> <p>Select dates for visit.</p> <p>Establish calendar for the Self-Study.</p> <p>Coordinator attends Self-Study Workshop.</p> <p>Schedule NEASC staff presentation.</p> <p>Appoint committees for each major program area.</p> <p>Appoint committees for each Standard.</p>	<p>Present a draft of Part I of the Self-Study to the full faculty for discussion and comment and make final revisions.</p> <p>Assemble and upload to the portal all supplementary materials, including major program area reports and Indicator Checklists. (See Required Self-Study Documents and Materials in the <i>Manual for School Evaluation</i> for more details.)</p>

Phase I (continued)	Phases II and III
<p align="center"><b>Self-Study Part II: Reflection, Recommendations, and Issues for Further Discussion</b></p>	<p align="center"><b>Visit and Follow-up</b></p>
<p>Part II of the Self-Study is devoted to reflection on the findings of the Self-Study Committees and to drawing together and prioritizing ideas for school improvement.</p>	<p>The charge to the Visiting Committee is to validate the Self-Study, make recommendations, and advise the Commission regarding accreditation.</p> <p>The school establishes follow-up process.</p>
<p><u>A representative Committee will:</u></p> <ul style="list-style-type: none"> <li>• Review all sections of Part I of the Self-Study and compile all recommendations from the Committees.</li> <li>• Identify other (overarching) issues.</li> <li>• Prioritize goals.</li> <li>• Draft a one to three page report that draws together these ideas into a thoughtful, reflective, creative summary of the school’s most significant concerns, hopes, and dreams for the future. The report may include both action-oriented recommendations and issues for discussion. The report should distinguish immediate from long-range goals and comment on the implications for enhancing the students’ experience.</li> </ul>	<p><u>The Visiting Committee will:</u></p> <ul style="list-style-type: none"> <li>• Review the full Self-Study Report (Parts I and II).</li> <li>• Validate the Self-Study by interviewing people, observing the program, reviewing the supplementary materials.</li> <li>• Review the ratings for each of the Standards and assess the experience of students in that area.</li> <li>• Draft a report that confirms that Standards are met or describes plans that are in place (or make recommendations) to address them. Make recommendations to the school and the Commission regarding the Standards and Self-Study Report: Part II.</li> </ul>
<p>Form a Committee representative of all the Committees from Part I.</p> <p>Prepare draft of Part II: Reflection, Recommendations, and Issues for Further Discussion, discuss the draft with the full faculty, and make final revisions.</p> <p>When the Self-Study Report is final in the portal, click MARK REPORT COMPLETE and save as a PDF for distribution to the school community. The Visiting Committee and the Commission will view the report in the portal. Printed copies are not necessary.</p> <p>Prepare to host the Visiting Committee.</p>	<p>The Visiting Committee submits its report to the Commission, with its ratings of the school on the individual Standards, and makes a recommendation on the accreditation status of the school.</p> <p>Immediately following the visit, the school should establish a follow-up procedure to track the process and progress of implementing recommendations from the Self-Study, the Visiting Committee, and the Commission.</p> <p>The Two-Year and Five-Year Interim Evaluation Reports are the normal times for the school to report to the Commission on its follow-up to the Self-Study and visit. The Two-Year Report will include a Multi-Year Plan.</p>

