

## Components of Program Evaluation for Accreditation: Let's Keep It a Living & Breathing Process

### Components of Program Evaluation for Accreditation

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## Preparing in Advance

- New programs- plan your evaluation as you develop your program.
- Established programs- plan your evaluation for the requirements and future expectations.
- Make direct reference to your objectives in your evaluation plan

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## Preparing in Advance

- Try creating two separate evaluation plans - one for formative evaluation and the other for summative evaluation.
- Formative evaluation/process evaluation
  - What things are you going to get feedback during the educational process?
- Summative evaluation/product evaluation
  - How are you going to demonstrate that your program met your terminal/accrediting/certifying goals?
  - How are you going to obtain this information

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## Self Study Process

- Needs to be clear, honest and evaluative.
- What are the strengths of your program?
- What are the challenges? And what is your plan to address the challenges?
- Format is provided by accrediting body...follow it use their headings.
  - Being creative with headings and content can confuse or be a distraction for the accreditation visitors.

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## Addressing Standards

- Read, Read, Read
  - Make notes
- Write how your program meets these standards.
  - After writing how your program addresses the program standards send out to few faculty. Get their input. (e.g. program directors, faculty who teach in program)
- Revise

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## Prepping Faculty And Key Staff

- Educate regarding the process at multiple levels:
  - Faculty Association Meeting
  - Program Director Meetings
  - Faculty who teach orientation to visit
  - Key Staff
    - Office of Student Affairs
    - Any staff involved with program

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