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

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

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.

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

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