



Virtual Visit Orientation for Institutions

July 24, 2020

Today's Agenda

- Timeline
- Preparation
- Virtual Visit
- What's next?

July 24, 2020

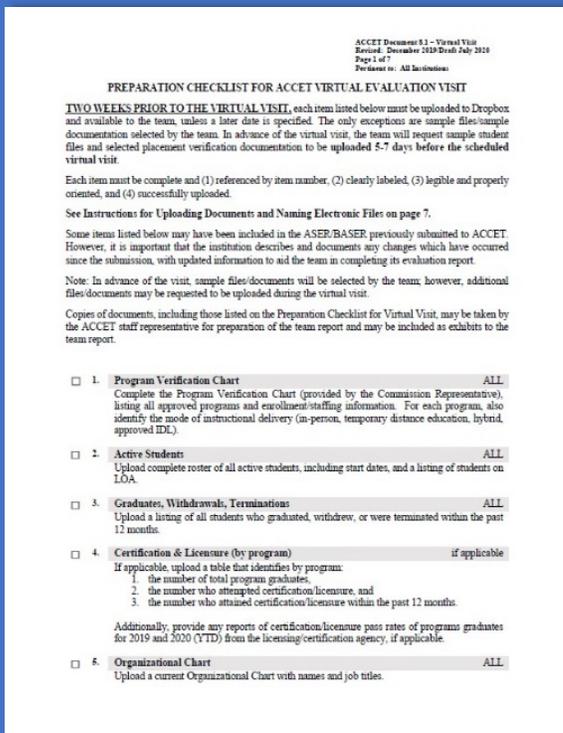
Virtual Visit Timeline

Timeframe	Action Item
July 2020	Initial introductory email from the Commission Representative (CR) requesting blackout dates and program information.
Mid-August	Confirmation and Preparation email will be sent to institutions by the CR which includes: <ul style="list-style-type: none"> • Confirmation of visit dates • Preparation Checklist – ACCET Document 8.1 • Program Verification Chart • Additional information regarding visit
Two weeks/14 days prior to visit	<ul style="list-style-type: none"> • Upload all visit documentation to Dropbox • Institution Orientation with CR (Zoom videoconference call) <ul style="list-style-type: none"> ○ Identify institution’s team early and have all team members present for the orientation (e.g. President, Director of Education, Registrar, Director of Career Services, Director of Admissions, etc.)
One week/7 days prior to visit	<ul style="list-style-type: none"> • CR will request sample student files and course files <ul style="list-style-type: none"> ○ Files must be accessible to the team at the time of the visit • CR will send the two-day virtual visit agenda with schedule to the institution <ul style="list-style-type: none"> ○ It is important that the institution’s faculty and staff, as noted on the agenda, are available during the two-days. Please be flexible. ○ The agenda will provide a schedule of interviews and classroom observations. • Student satisfaction surveys will be sent out by ACCET.
Two-day Virtual Visit	<ul style="list-style-type: none"> • The visit will be conducted via Zoom. The ACCET team will follow the agenda which was sent to the institution prior to the visit. All parties must allow for some flexibility. Communication and flexibility are essential to a successful visit. <ul style="list-style-type: none"> ○ Other technologies such as WhatsApp or FaceTime may be utilized for interviews and classroom observations. ○ Access to IDL classes must be provided to the CR and curriculum specialists.

	<ul style="list-style-type: none"> • An exit briefing will be conducted at the end of the second day. Exit briefings may not be recorded, nor are external attendees permitted.
Post-Virtual Visit	<ul style="list-style-type: none"> • The institution will receive the team report 30-days after the visit. It will be posted in AMS. • The institution will have 14-days to respond to the team report. All responses are uploaded to AMS. • The Commission meets December 1-5, 2020 to determine action.
Verification Visit	<ul style="list-style-type: none"> • As required by the U.S. Department of Education, follow-up on-site visits will be scheduled in a timeframe that is reasonably practicable to institutions that have virtual visits for purposes of accreditation, reaccreditation, and/or substantive changes. At a minimum, these on-site visits will be one-day/one-person visits to verify: (a) the facility, (b) student satisfaction, and (c) compliance with any standards with a rating of “1” or “2” in the virtual visit team report. • The fee for the virtual visit will be \$2,100 per person instead of the usual \$2,400. The virtual visit fee will include the cost of a 1-day/1-person follow-up on-site visit, required by the U.S. Department of Education. Note that an expanded follow-up on-site visit directed by the Commission will result in an increased on-site visit fee.



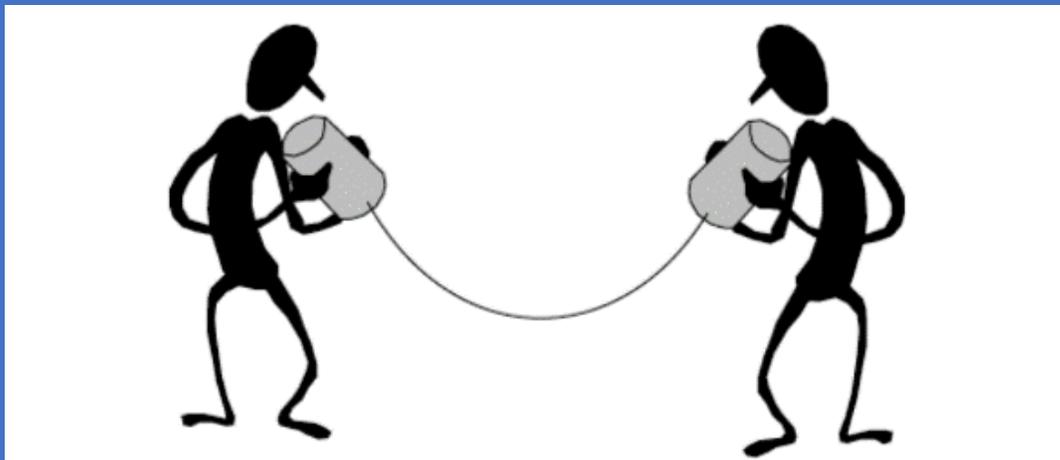
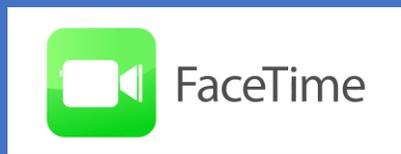
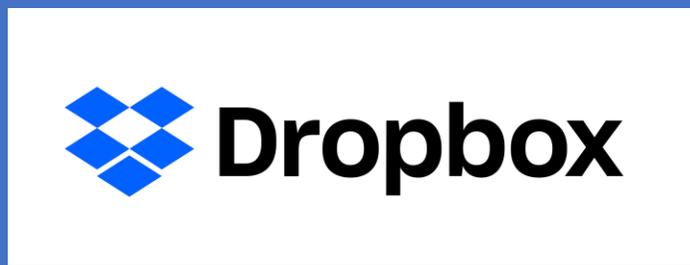
Document 8.1 Checklist (Draft)



AC CET Document 8.1 – Preparation Checklist for Virtual Evaluation Visit is currently undergoing Commission review. Upon approval, we will publish the document to the membership.

Expected Publication Date:
August 6, 2020

Technology





Uploading Documents

Acceptable File Formats



Please use **PDF**
whenever possible!



MS Word



MS Excel



Photos

File Naming

Best Practices

- Files should be named **consistently**
 - File names should be **short but descriptive**
(<30 characters)
 - **Avoid spaces or special characters**, such as
~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } ' "
-
- **Use capitals, underscores, or dashes** instead of periods, slashes, or spaces
 - OrganizationalChart**
 - Organizational_Chart**
 - Organizational-Chart**

File Naming Best Practices

- Use the following **date format**: YYYYMMDD

StaffMeeting_20191104

SmithP_EnrollmentAgr_20190423

- For files specific to individual students or staff, include the **last name** and **first initial** in the file name

SmithP_Invoice_27423

MillerJ_resume

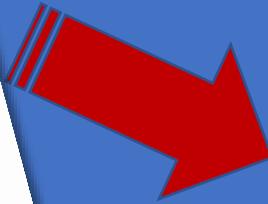
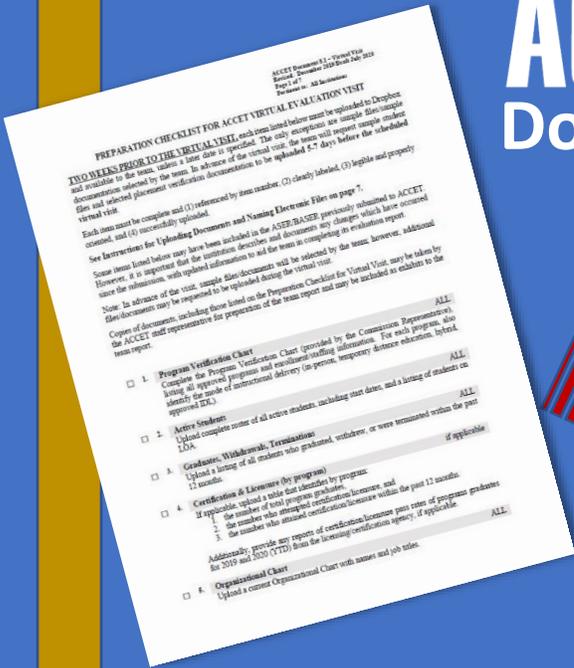
- When using a **sequential numbering system**, use **leading zeros** for clarity and to make sure files sort in sequential order.

001_RefundCalculation

002_RefundCalculation



Document 8.1 Checklist (Draft)



Res Helfer

1234 - Sunshine Academy - Somewhere,...

Click here to describe this Space [Show examples](#)

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Preparation Checklist	★ 7/23/20, 10:41 pm	--

Select a file to see comments, activity, and more details.

34 folders

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Name ↑	Modifi
> 10. Administrative Operations & Procedures Manual (ALL)	7/16/
> 11. Personnel Policies, Employee Handbook (ALL)	7/16/
> 12. Document 21 - Personnel File, Qualifications Checklist (ALL)	7/23/
> 13. Personnel Files (ALL)	7/23/
> 14. Meeting Minutes (ALL)	7/16/
> 15. Document 50FR - Financial Review Checklist (ALL)	7/16/
> 16. Doc 50I - Compliance Checklist Relative to Enrolled Non-Immigran...	7/16/
> 17. State-licensing agency's cancellation and refund policy (if applicabl...	7/16/
> 18. Sample Student Financial Files (ALL)	7/23/
> 19. Listing of Textbooks, Instructional Materials (ALL)	7/23/
> 20. Curricular Materials (ALL)	7/23/
> 21. Current School Catalog and Document 29 (VOC)	7/17/
> 22. Current enrollment Agreement and Completed Document 29.1 (V...	7/17/
> 23. Sample Entrance Examinations & criteria, Test Scores (VOC)	7/17/
> 24. Samples of all Advertising & Promotional Materials (ALL)	7/17/
> 25. Sample Student Academic Files (ALL)	7/23/
> 26. Fire and Safety Inspection Certificates (ALL)	7/17/
> 27. Completion Statistics (AVOC - ESOL)	7/16/
> 28. Completion & Placement statistics (VOC)	7/23/
> 29. Sample Placement Verification (VOC)	7/16/
> 30. Names & Emails of Current Students and Graduates (last 3 month...	7/17/
> 31. Doc 12 - Annual Report and Enrollment Statistics (Initial applicants)	7/17/
> 32. Doc 50FA - On-Site Financial Aid Review Checklist (Title IV Eligib...	7/16/
> 33. Student Surveys (ALL)	7/17/
> 34 Employer Surveys (if applicable)	7/23/



Select a file to see comments, activity, and more details.



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34 folders

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> 10. Administrative Operations & Procedures Manual (ALL)	7/16/
> 11. Personnel Policies, Employee Handbook (ALL)	7/16/
> 12. Document 21 - Personnel File, Qualifications Checklist (ALL)	7/23/
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1234 - Sunshine Academ... > Preparati...

1. Program Verification Chart (ALL)

INSTRUCTIONS:

Complete the **Program Verification Chart** (provided by the Commission Representative), listing all approved programs and enrollment/staffing information. For each program, also identify the mode of instructional delivery (in-person, temporary distance education, hybrid, approved IDL).

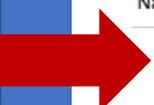


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1 file

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Program Verification Char... ☆	7/20/20, 8:08 am	Guest viewed 3 days ago

Matches Item & Description on Document 8.1 Checklist

ments, activity, ails.

- 1. **Program Verification Chart** ALL
Complete the Program Verification Chart (provided by the Commission Representative), listing all approved programs and enrollment/staffing information. For each program, also identify the mode of instructional delivery (in-person, temporary distance education, hybrid, approved IDL).



13. Personnel Files (ALL)

INSTRUCTIONS:

PERSONNEL FILES:

For each personnel file, upload the documents identified below. Include the personnel files of **all instructional personnel** and **at least 10 staff** to include supervisors/directors of education, financial aid, externship/internship, career services, and student services, as applicable:



1. Either: (a) resume and completed page 1 of Document 6; or (b) completed Document 6;
2. Latest annual performance evaluation;
3. Classroom observations (instructional personnel);
4. If applicable, evidence of required bachelor's degrees, certifications, or licenses;
5. In-service or professional development documentation.

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> Name, Title (1)	☆ 7/16/20, 11:42 pm	--
> Name, Title (2)	☆ 7/16/20, 11:42 pm	--
> Name, Title (3)	☆ 7/16/20, 11:42 pm	--



Select a file to see comments, activity, and more details.

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2. Latest annual performance evaluation;
3. Classroom observations (instructional personnel);
4. If applicable, evidence of required bachelor's degrees, certifications, or licenses;
5. In-service or professional development documentation.

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> Name, Title (1)	7/16/
> Name, Title (2)	7/16/
> Name, Title (3)	7/16/

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- Folder
- Dropbox Paper
- Dropbox Paper template
- Shortcut
- Word document
- Excel workbook
- PowerPoint presentation
- Google Docs
- Google Sheets
- Google Slides

Select a file to see comments, activity, and more details.

25. Sample Student Academic Files (ALL)

INSTRUCTIONS:

SAMPLE STUDENT ACADEMIC FILES FOR REVIEW: For each current student academic file selected by the team in advance of the visit, upload here the following documents 5-7 days before the virtual visit:

1. Enrollment agreement (enrollment agreement or registration form for avocational programs);
2. All academic progress reports;
3. Any academic transcript or cumulative academic reports;
4. Any notices of academic counseling, warning, probation, and/or termination;
5. Record of daily attendance identifying days/hours present, absent, and, if applicable, last date of attendance.

Updated 6 days ago by you

10 folders

Create  

Name ↑	Modified	Recent activity
> Student 1	☆ 7/17/20, 12:14 am	--
> Student	☆ 7/17/20, 12:14 am	--
> Student	☆ 7/17/20, 12:14 am	--
> Student	☆ 7/17/20, 12:14 am	--
> Student	☆ 7/17/20, 12:19 am	--
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> Student	☆ 7/17/20, 12:19 am	--
> Student	☆ 7/17/20, 12:20 am	--



- Open
- Pin
- Pin to
- Star
- Smart Sync
- Share...
- Share in
- Copy link
- Duplicate
- Rename**
- Cut
- Copy
- Delete
- Sort By
- View in File Explorer
- View on dropbox.com



Student 1

Enrollment agreement (enrollment agreement or registration form for avocational programs)

All academic progress reports;

Any academic transcript or cumulative academic reports;

Any notices of academic counseling, warning, probation, and/or termination;

Record of daily attendance identifying days/hours present, absent, and, if applicable, last date of attendance.

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Share

Send with Gmail 

Send with Dropbox Transfer 

Send with Microsoft Teams 

 Res Helfer, John Shaheen (Personal) & 2 other members

VIRTUAL VISIT TWO-DAY SAMPLE SCHEDULE

Virtual visits are conducted over two days, with team and institution orientations conducted prior to the visit. Times listed below are EST.

DAY ONE					
TASK	ACCET Team	Institutional Staff	MEETING LINK/PASSWORD	TIME	NOTES
Brief Opening Meeting (30 minutes)	SVT	Institution's Team	Zoom Meeting Password: virtual	9:00-9:30 am	
Interview senior management (interview owner <u>if</u> actively involved in day-to-day operations)	Management	Senior Administration	Zoom Meeting Password: virtual	10:00-11:00 am	
Interview Financial Director	Management	Financial Director	Zoom Meeting Password: virtual	11:00 am – 12:00 pm	
Interview instructors	Curriculum Specialist	Instructors	Zoom Meeting Password: virtual	Time varies according to class scheduled	The team will review the class schedule to determine times for instructor interviews.
Observe classes and labs (F2F and IDL)	Curriculum Specialists	Instructors/Admin	WhatsApp	Time varies according to class schedule	The team will review the class schedule to determine class observation times.
Interview Program Chairs (if applicable)	Curriculum Specialist	Program Chairs	Zoom Meeting Password: virtual	Time varies according to class schedule	The team will review the class schedule to determine time for interview.
Interview Director of Education	All Curriculum Specialists	Director of Education	Zoom Meeting Password: virtual	Time varies according to class schedule	The team will review the class schedule to determine time for interview.
Interview Externship Coordinator (if applicable)	Curriculum Specialist	Externship Coordinator	Zoom Meeting Password: virtual	Time varies according to class schedule	The team will review the class schedule to determine time for interview.
Interview staff responsible for certification results	Curriculum Specialist	Director of Education or Program Chair	Zoom Meeting Password: virtual	Time varies according to class schedule	The team will review the class schedule to determine time for interview.
Interview Career Services Director/C&P Verification	CR or C&P Specialist	Director of Career Services	Zoom Meeting Password: virtual	10:00 – 11:00 am	
Interview Registrar	CR	Registrar	Zoom Meeting Password: virtual	11:00 – 11:30 am	

Recruitment/Advertising Materials Review and Senior Management interview	CR	Senior Management	Zoom Meeting Password: virtual	1:00 – 1:45 pm	
Interview Admissions Staff	CR	Admissions Staff	Zoom Meeting Password: virtual	2:00 – 2:45 pm	
Interview Student Services Staff	CR	Student Services Staff	Zoom Meeting Password: virtual	3:00 – 3:45 pm	
End of Day 1 Check In	CR SVT-Chair	Senior Management	Zoom Meeting Password: virtual	4:30 – 5:00 pm	
DAY TWO					
TASK	ACCET Team	Institutional Staff	MEETING LINK/PASSWORD	TIME	NOTES
Brief Opening Meeting (15 minutes)	SVT	Institution's Team	Zoom Meeting Password: virtual	9:00 - 9:30 am	
Complete final review of documentation and any interviews that need to be conducted	SVT	Admin/faculty/staff – possible additional interviews		9:30 – 12:00 pm	The institution's admin/faculty/staff need to be available in the case of follow-up questions or brief interviews.
Complete final review of documentation and any interviews that need to be conducted	SVT	Admin/faculty/staff – possible additional interviews		1:00 – 2:00 pm	The institution's admin/faculty/staff need to be available in the case of follow-up questions or brief interviews.
Exit Briefing	SVT	Institution's Team	Zoom Meeting Password: virtual	4:00 – 4:30 pm	

Questions?



Thank you for joining!