Observation of Onsite Reviews

POLICY

An individual who desires to broaden ~~his/her~~their perspective of the accreditation process may accompany an onsite review team as an **Observer** with the permission of the Council and program. The purpose of the individual accompanying an onsite reviewer team is to observe the process and not to evaluate the program or reviewers. Observation conducted as part of the recognition requirements of the US Department of Education (USDE) will be accommodated in accordance with USDE policies and procedures.

PROCEDURE

1. Program requirements

    a. ~~Consider~~ Communicate to the COA if approval of a request for an individual to observe during the onsite review of the program is granted.*

2. Council actions

    a. ~~Through t~~The Council's Executive Committee and the Chief Executive Officer or designee, have final approval regarding observers and reviewers.

    b. Obtain written concurrence from the program director.*

    c. Not allow the observer to evaluate the program or reviewers, or to adjudicate any individual disputes between the program and the Council.

    d. During the Council's deliberation, ensure that if the observer is a Council director, that individual:

        1) Will not participate in the accreditation decision.

        2) Will not observe an onsite review if there is a conflict of interest with the program or reviewers.

    e. Allow a Council director to be eligible to observe an onsite review after one Council meeting.

    f. Maintain confidentiality.

    g. ~~Ask~~ Require the observer to provide ~~his/her~~their own travel arrangements without reimbursement of expenses.

    h. Provide the observer with the following:

        1) Self Study and supporting documents.

        2) A copy of the reviewers' summary report.

3) The program's written response to the summary report.

4) A staff analysis of response to the summary report.

~~4)~~5) Require the observer to destroy all program related material provided following conclusion of the visit.

*Not applicable to observation by USDE personnel.

Revised: 10/18/17