



SITE VISIT READINESS CHECKLIST **Required Items to Proceed to a Site Visit**

Introduction

In order to signal a productive site visit for both the program and the site visit team, a sample of the documents needed for a successful outcome should be sent to CAHME at least twelve (12) weeks in advance of the visit and must include the following. These items are considered to be representative of documents required for the accreditation process. As a predictive test, these items alone will not constitute compliance with any accreditation criteria, but rather are to demonstrate the type and character of the preparation the program has made for the site visit. **All items must be available. Failure to submit any one of these items will automatically suspend the site visit until a later date. Site visit delay fees will be assessed according to the Fee Schedule.** To assure continuation of the overall process in timely fashion, staff will respond within five (5) business days to indicate the process will move ahead as scheduled or to suspend the site visit.

Assessment by CAHME Management permitting the program to move forward with accreditation, again, ***will not*** signify that that the program has met the requirements of specific criteria, only that it has been able to submit materials in the format required for the site visitors to verify and clarify the extent to which they meet the criteria.

Items to be Submitted

1. Active Learning Module System (e.g. Blackboard, Moodle or other) usernames/passwords for each site visitor or a description of how course information will be provided to the site visit team.
2. Two years of annual report data. The data should be *complete*.
 - a. Exceptions for fully complete data are:
 - i. Income data should be complete with a sample (no less that 20% response rate of graduating students). While we encourage 2 years of income data, CAHME will accept income data for only 1 year (until FY 2023 when 2 years is the standard)
 - ii. Satisfaction data should be complete with a sample (no less that 20% response rate of graduating students). While we encourage 2 years of satisfaction data, CAHME will accept satisfaction data for only 1 year (until FY 2023 when 2 years is the standard)
 - iii. Programs up for initial accreditation must only show one year of complete data

3. Minutes
 - a. A list of stakeholder group meeting minutes that will be made available for the records review. "Stakeholder group" may include but is not limited to: alumni board, advisory board, program faculty, curriculum committee, etc.
 - b. Two "representative" samples of minutes from one or more stakeholder group meeting. Minutes failing to meet the criteria outlined below will be deemed unacceptable to qualify under this requirement. Qualified Minutes shall include:
 - i. Date
 - ii. Attendees
 - iii. Clearly denoted agenda items
 - iv. Brief notes reflecting the discussion
 - v. Actions taken
4. Two student advising files selected as "representative" by the program director. This may include a screen shot. The example should include:
 - a. A sample of 2 graduating student assessments against the competency model. The assessment should show:
 - i. At least 3 defined dates of student assessment. The scores should reflect progress.
 - b. The name of the faculty person doing the assessment.
5. One representative syllabus. A Qualified Syllabus will include:
 - a. Program competencies
 - b. Learning objectives
 - c. Description of student assessment

Appeals Process

1. *Appeal of Staff Decision to Suspend the Site Visit.*
 - a. If CAHME Management determines that a site visit should be suspended, the program has 5 business days from the date that determination is communicated to the program to appeal. Said appeal will be directed to the Site Visit Chairperson.
 - b. The site visit chairperson will render a decision on the appeal within 5 business days of the date they receive the appeal. If the Site Visit Chairperson determines that the site visit should move forward, the visit may proceed as scheduled and delay fees will not be imposed.
2. *Appeal of Site Visit Chairperson to Suspend the Site Visit*
 - a. In the event that the Site Visit Chairperson determines the site visit should be suspended, the program will have 10 business days from the date that determination has been communicated to the program to appeal by submitting Objections to the Site Visit Chair Decision to the Accreditation Council, which shall consider the matter at its next regularly scheduled meeting. If the Accreditation Council determines that the site visit should move forward, it will

be scheduled with a new site visit team as soon as practicable. Delay fees will be waived.

- b. In the event the Accreditation Council determines the site visit should be suspended, the program will have 10 business days from the date that determination has been communicated to the program to appeal by submitting Objections to the Accreditation Council Decision to the Board of Directors which will consider the matter at its next regularly scheduled meeting. The decision of the Board of Directors is final.
 - i. If the Board of Directors determines that the site visit should move forward, it will be rescheduled with a new site visit team as soon as practicable. Delay fees will be waived or refunded whichever is appropriate.
 - ii. If the Board of Directors determines that the site visit should be suspended, all delay fees will be enforced, and will include processing costs of an additional \$500.