**IFSAC DEGREE ASSEMBLY**

**INSTITUTION SELF-STUDY**

**AND**

**EVALUATOR CHECKLIST**

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| **SECTION G23.1 The institution shall have clear and publicly stated purposes consistent with the programs’ mission and appropriate to an institution granting post-secondary degrees in a fire-related field of study.***Examples of supporting documentation:** *Mission Statement*
* *Information of the website, faculty or student handbook, or academic catalog*
* *Institution policy & procedure*
 |
| **Section Number: G23.1.1** | **Criteria: The institution shall have a written, publicly stated purpose.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.2** | **Criteria: The institution shall have a written, publicly stated purpose for the fire-related program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.3** | **Criteria: The institution shall have a written, publicly stated description of the degree or degrees offered.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.4** | **Criteria: The institution’s structure shall be such that the fire-related degree program is recognized.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.5** | **Criteria: The institution shall publish all admission requirements.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.6** | **Criteria: The program level shall be documented.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:****G23.1.7** | **Criteria: The program length shall be documented** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **SECTION G23.2 The institution shall be organized in such a manner that it is able to effectively accomplish its educational and other stated purposes.** |
| **G23.2.1 PROGRAM ADMINISTRATION***Examples of supporting documentation:** *Job description*
* *Information obtained from onsite interviews*
 |
| **Section Number:** **G23.2.1 (a)** | **Criteria: The program administrator for the degree program shall have the authority, responsibility, and privileges necessary to manage the program to ensure the attainment of program goals.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.1 (b)** | **Criteria: The institution shall have a detailed job description of the program administrator.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.1 (c)** | **Criteria: The program administrator shall be provided with time for program operation, supervision, evaluation, and revision.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.2.2 BUDGET***Examples of supporting documentation:** *Copy of the budget*
* *Documentation of the budget process*
* *Information obtained from onsite interviews*
 |
| **Section Number:** **G23.2.2 (a)** | **Criteria: The program administrator shall have direct input in the development of the program budget.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.2 (b)** | **Criteria: The program should follow a formal budget process.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.2 (c)** | **Criteria: The budget shall be sufficient to meet the needs of the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.2 (d)** | **Criteria: The degree-granting entity shall provide documentation to describe the sources of its funding.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.2.3 INSURANCE***Examples of supporting documentation:** *Copy of the insurance policy*
* *Policy and procedures*
* *Information in the student handbook*
 |
| **Section Number:** **G23.2.3 (a)** | **Criteria: The institution shall provide faculty liability coverage for events occurring in the educational setting.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.3 (b)** | **Criteria: The institution should provide opportunity for students to acquire insurance coverage for personal injury or property damage occurring as a result of training and educational experiences.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.2.4 POLICIES AND PROCEDURES DOCUMENTATION***Examples of supporting documentation:** *Hard copy of the Policy & Procedure manual and/or handbooks*
* *Policy and Procedure manual access on the college website*
* *Copies of program policies, procedures, or processes*
 |
| **Section Number:** **G23.2.4 (a)** | **Criteria: Each program shall have access to the institution’s policy and procedures.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.4 (b)** | **Criteria: Each program shall have access to the faculty/staff handbook. If a faculty/staff handbook is not used by the institution, an alternative method of providing this information shall be identified.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.4 (c)** | **Criteria: The policies and procedures of the program shall be compatible with the philosophy and goals of the institution.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.2.5 RECORD KEEPING***Examples of supporting documentation:** *Access to the student records management system or hard copy records*
* *Hard copy records are stored in locked file cabinets/areas*
* *Electronic records are password protected*
* *Documentation that the institution is knowledgeable of the applicable laws or regulations (FERPA)*
 |
| **Section Number:** **G23.2.5 (a)** | **Criteria: The program shall establish and maintain record keeping systems to ensure adequate student and program information for faculty and staff.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.5 (b)** | **Criteria: Records shall be kept that accurately reflect the academic accomplishments of students in the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.5 (c)** | **Criteria: Student records shall be maintained in a manner to ensure confidentiality and security.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.5 (d)** | **Criteria: Access to records shall be in accordance with applicable laws or regulations.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.2.5 (e)** | **Criteria: Employment records for faculty and staff shall be maintained in a manner to ensure confidentiality and security.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **SECTION G23.3 The institution shall have the human, physical, and learning resources necessary to accomplish its stated purposes.** **G23.3.1 HUMAN RESOURCES** |
| **G23.3.1.1 Faculty***Examples of supporting documentation:** *List of department faculty and their credentials*
* *Job descriptions*
* *Excerpts from policy and procedure or faculty handbook*
* *Collective bargaining agreement*
* *Documentation of professional development opportunities*
* *Regional accreditation/governing body requirement for faculty credentials*
 |
| **Section Number:** **G23.3.1.1 (a)** | **Criteria: The program shall have a sufficient number of faculty to implement program objectives.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (b)** | **Criteria: Faculty duties and responsibilities shall be defined.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (c)** | **Criteria: Instruction shall be provided and evaluated by program faculty.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (d)** | **Criteria: Faculty workload shall be defined including program administration duties, online instructional load, and other duties as assigned.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (e)** | **Criteria: Faculty training, education, and expertise shall be appropriate to assure high quality learning experiences in all phases of the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (f)** | **Criteria: There shall be opportunities for program faculty to be represented on institutional committees, as well as those in the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (g)** | **Criteria: Faculty should be formally represented on all committees, groups, or organizations concerned with the development, implementation, evaluation, and revision of program curriculum.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (h)** | **Criteria: Faculty shall meet the regional accrediting agency’s requirements for all courses that they are assigned to teach for institutions located in the United States and its territories.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.1 (i)** | **Criteria: Faculty shall meet the requirements of the regional or institutional organization of said country or by state sanction of said country, for institutions not located in the United States and its territories.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.3.1.2 Hiring and Selection***Examples of supporting documentation:** *Policy and Procedure*
* *Faculty handbook*
 |
| **Section Number:** **G23.3.1.2 (a)** | **Criteria: The program shall have a documented formal system for selecting faculty.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.3.1.3 Evaluation of Faculty***Examples of supporting documentation:** *Faculty handbook*
* *Policy and procedure*
* *Collective bargaining agreement*
 |
| **Section Number:** **G23.3.1.3 (a)** | **Criteria: There shall be a documented system for performance evaluation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.3 (b)** | **Criteria: There shall be a documented system for instructional evaluation for both traditional classroom and distance delivery.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.3.1.4 Professional Development and Continuing Education***Examples of supporting documentation:** *Faculty handbook*
* *Policy and procedure*
* *Listing of professional development activities or training opportunities*
 |
| **Section Number:** **G23.3.1.4 (a)** | **Criteria: A formal system of faculty training and orientation should be documented.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.4 (b)** | **Criteria: In-service programs for faculty should be held regularly to promote individual and professional development and program improvement.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.4 (c)** | **Criteria: A system for professional and personal development should be available for faculty.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.4 (d)** | **Criteria: All faculty should receive ongoing professional opportunities to increase knowledge and skill in technical and educational areas.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.4 (e)** | **Criteria: Faculty providing instruction via Distance Learning shall be provided the opportunity for appropriate additional training in instructional methodology and course delivery related to the area of delivery. For example, faculty providing web based instruction via Blackboard, WebCT, or other platform should be specially trained in course design and/or delivery (as applicable) via said program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.1.5 Staff***Examples of supporting documentation:** *Staff handbook*
* *Policy and procedure*
* *Onsite interviews*
 |
| **Section Number:** **G23.3.1.5 (a)** | **Criteria: The program shall have a sufficient number of staff to implement program objectives/outcomes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.1.5 (b)** | **Criteria: Staff duties and responsibilities shall be defined.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.3.2 SUPPORT SERVICES***Examples of supporting documentation:** *Information on the website*
* *Onsite interviews with faculty and department head*
* *Onsite interviews with students*
 |
| **Section Number:** **G23.3.2 (a)** | **Criteria: Institutional support services shall include student recruitment, admission activities, and career placement and guidance assistance.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.2 (b)** | **Criteria: Information Technology (IT) resources shall be sufficient to provide reliable delivery of courses.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.2 (c)** | **Criteria: For programs or courses delivered via Distance Learning appropriate Help Desk or similar support services shall be provided.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.3 LEARNING RESOURCES****G23.3.3.1 Library Resources***Examples of supporting documentation:** *Information on the website*
* *Onsite interviews with faculty and students*
 |
| **Section Number:** **G23.3.3.1 (a)** | **Criteria: The library shall include a wide range of research materials and resources available for utilization by students and faculty.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.3.1 (b)** | **Criteria: There should be a mechanism for faculty to periodically review and select current titles for acquisition.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.3.1 (c)** | Criteria: Library hours and policies should be conducive to faculty and student use of the resources. |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.3.1 (d)** | **Criteria: Students and faculty at off-campus sites shall have access to library resources.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |
| **G23.3.3.2 Tutorial Resources***Examples of supporting documentation:** *Information on the website*
* *Information in the college catalog*
* *Onsite interviews*
 |
| **Section Number:** **G23.3.3.2 (a)** | **Criteria: Tutorial services shall be available to support student learning needs.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.3.2 (b)** | **Criteria: Tutorial services shall be available to support students with special needs in accomplishing learning objectives.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.3.4 PHYSICAL RESOURCES****G23.3.4.1 On-Campus Instructional Space (N/A for 100% online programs)***Examples of supporting documentation:** *Site maps*
* *Onsite verification*
* *Onsite interviews*
* *Statement of compliance, fire inspection report, or certificate of occupancy*
 |
| **Section Number:** **G23.3.4.1 (a)** | **Criteria: The institution shall demonstrate that adequate classroom instructional space is available to achieve stated objectives for each program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.1 (b)** | **Criteria: Instructional spaces shall be designed and appropriately equipped for effective instruction to meet the needs of the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.1 (c)** | **Criteria: Facilities should meet applicable fire and building code provisions.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.4.2 Off-Campus Instructional Space (N/A for 100% online programs)***Examples of supporting documentation:** *Site maps*
* *Onsite verification*
* *Onsite interviews*
* *Copy of agreements and contingency plans*
* *Statement of compliance, fire inspection report, or certificate of occupancy*
 |
| **Section Number:** **G23.3.4.2 (a)** | **Criteria: Off-campus facilities shall be adequate to achieve course objectives and outcomes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.2 (b)** | **Criteria: There shall be a written agreement between the educational institution and the facility.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.2 (c)** | **Criteria: Instructional space shall be evaluated by program faculty.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.2 (d)** | **Criteria: Facilities should meet applicable fire and building code provisions.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.4.3 Office Space***Examples of supporting documentation:** *Site maps*
* *Onsite verification*
* *Onsite interviews*
 |
| **Section Number:** **G23.3.4.3 (a)** | **Criteria: Adequate office space shall be provided for the program administrator.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.3 (b)** | **Criteria: Adequate office space shall be provided for the faculty. (N/A for 100% online programs)** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.3 (c)** | **Criteria: An area for conducting private or confidential business shall be provided.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.4.4 Instructional Equipment, Supplies, and Materials (N/A for 100% online programs)***Examples of supporting documentation:** *Equipment list*
* *Record of equipment/supply requests or purchases*
* *Budget information*
* *Onsite interviews*
 |
| **Section Number:** **G23.3.4.4 (a)** | **Criteria: Adequate equipment and supplies shall be available to the program to effectively achieve educational goals.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.4 (b)** | **Criteria: There should be adequate space available for storage of equipment, supplies, and materials.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.4 (c)** | **Criteria: The program administrator should periodically assess the instructional equipment, supplies, and materials and make recommendations for modification or replacement of instructional equipment, supplies, and materials.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.4 (d)** | **Criteria: There should be adequate provision for updating equipment in response to changing practices in technology.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.4 (e)** | **Criteria: Sufficient expendable materials should be available to accomplish learning outcomes defined in program documents.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.4.5 Maintenance of Instructional Resources (N/A for 100% online programs)***Examples of supporting documentation:** *Evidence that maintenance meets industry standards*
* *Maintenance records*
* *Budget information*
* *Onsite interviews*
 |
| **Section Number:** **G23.3.4.5 (a)** | **Criteria: Evidence that adequate resources are provided to maintain facilities and equipment.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.4.5 (b)** | **Criteria: Resources subject to regulatory or specific industry standards shall be maintained in accordance with said standards.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.3.5 ADVISORY COMMITTEE***Examples of supporting documentation:** *Record of advisory minutes for 5 years*
* *List of advisory members and representation*
* *Advisory committee handbook*
* *Onsite interviews with advisory members*
 |
| **Section Number:** **G23.3.5 (a)** | **Criteria: Program advisory committees shall be established to provide an active mechanism for liaison with the community served by the degree program representative of the population served.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.5 (b)** | **Criteria: The advisory committee shall be involved in the process of reviewing program outcomes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.5 (c)** | **Criteria: There shall be written documentation that details the membership, role, function, terms of the Advisory Board, committees, and meetings.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.5 (d)** | **Criteria: Advisory committee minutes should be kept and available for five years.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.3.5 (e)** | **Criteria: The program advisory committee or equivalent shall be involved in the evaluation of instructional equipment, supplies, and materials.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.4 The institution shall demonstrate integrity in its practices and relationships.**  |
| **G23.4.1 FACULTY AND STAFF RIGHTS***Examples of supporting documentation:** *Policy and procedures*
* *Faculty and staff handbooks*
 |
| **Section Number:** **G23.4.1 (a)** | **Criteria: There shall be published policies to protect the rights of faculty and staff in regard to academic freedom.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.1 (b)** | **Criteria: Institutions shall openly publish all limitations on freedom of inquiry or expression.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.1 (c)** | **Criteria: There shall be published policies to deal with theft of intellectual property.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.1 (d)** | **Criteria: The institution shall publish Codes of Conduct covering fair practices, non-discrimination and equal opportunity policies for faculty and staff.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.1 (e)** | **Criteria: Codes of conduct, ethics and standards of behavior shall reflect requirements of applicable law and regulation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |
| **Section Number:** **G23.4.1 (f)** | **Criteria: Codes of conduct, ethics and standards of behavior shall detail procedures which assure timely and just consideration and disposition of complaints.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.1 (g)** | **Criteria: There shall be published policies to protect faculty and staff. These policies shall provide avenues for appeal and due process.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.4.2 CONFLICT OF INTEREST***Examples of supporting documentation:** *Policy and procedures*
* *Faculty and staff handbooks*
* *Advisory committee handbook*
 |
| **Section Number:** **G23.4.2 (a)** | **Criteria: There shall be published policies that prohibit faculty, staff and advisory committee members from having financial or other interests that conflict with the proper discharge of their duties.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.4.3 STUDENT RIGHTS***Examples of supporting documentation:** *Policy and procedure*
* *Student handbook*
 |
| **Section Number:** **G23.4.3 (a)** | **Criteria: There shall be published policies to protect the rights of students.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.3 (b)** | **Criteria: There shall be published policies to deal with cheating, plagiarism and theft of intellectual property.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.3 (c)** | **Criteria: The institution shall publish Codes of Conduct, ethics and standards of behavior required of students during their time on-campus and in classes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.3 (d)** | **Criteria: Codes of conduct, ethics and standards of behavior shall reflect requirements of applicable law and regulation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.3 (e)** | **Criteria: Codes of conduct, ethics and standards of behavior shall detail procedures which assure timely and just consideration and disposition of complaints.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ]  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.4.3 (f)** | **Criteria: There shall be published policies to protect students. These policies shall provide avenues for appeal and due process.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5 The institution shall be accomplishing its educational and other stated purposes.**  |
| **G23.5.1 PROGRAM DOCUMENTATION***Examples of supporting documentation:** *A master course outline, master course document, course continuity guide, or equivalent, is a document that outlines the course description, course goals, and objectives, course topics, instructional methodology, and recommended means of testing students. This document is not specific to any one given academic quarter or semester, and is usually approved by an advisory committee and any other applicable collegiate committee or administrators.*
* *A syllabus, class schedule, or course schedule is a document provided by the instructor to the students. It is specific to a given semester. It is expected that every student shall be provided with this document for every course in which he/she is enrolled. The syllabus should contain a schedule of reading assignments and any quizzes, exams, or other assessments for the semester.*
* *It is recognized that different institutions may use the document terminology interchangeably or even by other names. The Basis for Judgment is both types of documents shall be on file regardless of institutional terminology.*
 |
| **Section Number:** **G23.5.1 (a)** | **Criteria: The curriculum shall include written master course document.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.1 (b)** | **Criteria: Each master course document shall have a list of measurable instructional objectives and/or outcomes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.1 (c)** | **Criteria: Each master course document shall include a topical outline to achieve the goals and objectives.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.1 (d)** | **Criteria: Evaluation procedures designed to assess students shall be identified on each master course document.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.1 (e)** | **Criteria: A current course syllabus shall be on file for each course during the semester it is being taught.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5.2 COURSE AND PROGRAM CONTENT****G23.5.2.1 Program Content***Examples of supporting documentation:** *If the program has implemented and is following the current version of the Fire & Emergency Services Higher Education (FESHE) Model curriculum, then IFSAC accepts that all sections of 23.5.2.1 have been met.*
* *Advisory committee minutes*
 |
| **Section Number:** **G23.5.2.1 (a)** | **Criteria: Content areas shall include those generally accepted, or required by law or recognized standards of good practice with input of the advisory committee.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.2.1 (b)** | **Criteria: Curriculum should follow a logical sequence.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5.2.2 Course Content***Examples of supporting documentation:** *Onsite interview with students and faculty*
* *Examples of case studies or other student assignments that require NFPA codes, news articles, journals, etc.*
* *Comparison of the same class using different delivery methods if applicable*
 |
| **Section Number:** **G23.5.2.2 (a)** | **Criteria: Simulations of real life encounters and ‘hands-on’ activities should accompany theory courses when appropriate.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.2.2 (b)** | **Criteria: Where appropriate courses should include and advocate the evaluation of current literature.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.2.2 (c)** | **Criteria: When multi-delivery methods are used, the courses shall be similar in goals, objectives, and content, to the traditionally delivered program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ]  |
| ***Comments by evaluation team:*** |

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| **G23.5.3 INSTRUCTION***Examples of supporting documentation:** *Students who are taking evening classes or at remote locations should receive comparable instruction and the use of libraries, audio-visual equipment or computer modules. All students should receive the same final, or exit examination so that the learning results can be compared.*
* *Onsite/online interviews with students*
 |
| **Section Number:** **G23.5.3 (a)** | **Criteria: All students shall receive comparable instruction in the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.3 (b)** | **Criteria: Program should make reasonable accommodations of student needs in scheduling of required courses.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.3 (c)** | **Criteria: A course syllabus shall be provided to students at the beginning of each course.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.3 (d)** | **Criteria: Information regarding system requirements, software, and other needed resources for computer based learning shall be provided to the student prior to the beginning of the term.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.5.4 STUDENT ASSESSMENT***Examples of supporting documentation:** *Assessment criteria and outcomes shall be documented.*
* *Course syllabus*
* *Online learning platform*
* *Evidence that the instructor is providing timely feedback to each student on student progress in the course*
* *Onsite/online interviews with students and faculty*
 |
| **Section Number:** **G23.5.4 (a)** | **Criteria: Student assessment criteria and procedures shall be developed to assess course objectives and learning outcomes.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.4 (b)** | **Criteria: Student assessment should be conducted formatively and summatively as feedback mechanism for the student.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.4 (c)** | **Criteria: Student assessment criteria shall be predetermined, consistent and communicated to students.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.4 (d)** | **Criteria: On the basis of designated criteria, faculty shall provide students a mechanism for assessing student progress during the course in relation to the stated objectives/outcomes of the course.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.4 (e)** | **Criteria: If a student does not meet assessment criteria, provisions should be made for remediation and reassessment or dismissal.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.4 (f)** | **Criteria: Where appropriate, third party evaluation should be provided, such as IFSAC Certificate Assembly or other accredited certifying agencies.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.5.5 COURSE EVALUATION***Examples of supporting documentation:** *Access to course evaluations*
* *Onsite/online interviews with students*
 |
| **Section Number:** **G23.5.5 (a)** | **Criteria: Students shall have an opportunity to complete a course evaluation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.5 (b)** | **Criteria: Course evaluations should include an evaluation of the facilities. (N/A for online programs)** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.5 (c)** | **Criteria: Course evaluation shall include evaluation of instruction.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5.6 OUTCOMES ASSESSMENT AND STUDENT ACHIEVEMENT*****Definitions related to G23.5.6 (a) and G23.5.6 (b):****Student Outcomes: Student outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills and behaviors that students acquire as they progress through the program.**Assessment: Assessment is one or more processes that identify, collect and prepare data to evaluate the attainment of student outcomes. Effective assessment uses relevant direct, indirect, quantitative and qualitative measures as appropriate to the outcome being measured. Appropriate sampling methods may be used as part of the assessment process.****Examples of supporting documentation:**** *Documentation of the program outcomes and how the outcomes are being assessed and used to improve the program. Outcomes must be listed on the institution’s program website.*
* *Other information provided to the public may include but is not limited to job placement rates, graduation rates for the program, pass rates of professional certification exams, and average starting salaries of jobs related to the program.*
* *The information must be made publically available such as posting on the program website, college catalogs, local/regional newspapers, trade journals or publications.*
* *Two web links are required listing both a program outcomes assessment process and areas of student achievement.*
* *Website links are to lead directly to the accredited program’s website or landing page; a link to general information or to an institutional website is not acceptable.*
* *For active program links for all IFSAC-DA-accredited programs shall be separated out by each respective credential (e.g. AAS, BS) as well as by program area (e.g., Emergency Services, Emergency Management).*
* *Suggestions for student outcomes data that might be used include: attrition and retention, graduation, licensure pass rates (as applicable), job placement (as appropriate), employment advancement (as appropriate), acceptance into graduate programs, successful transfer of credit, or other reliable information.*
 |
| **Section Number:** **G23.5.6 (a)** | **Criteria: The program shall have written program outcomes that successful students will possess upon completion of the degree or program of study.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (b)** | **Criteria: The program shall demonstrate that the outcomes assessments are being applied to the further development and improvement of the program.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (c)** | **Criteria: The program shall provide reliable information to the public on their performance, including student achievement. This information shall be provided on a yearly basis.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (d)** | **Criteria: Program outcomes and documented results for student achievement will be posted on the accredited program’s website or landing page.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (e)** | **Criteria: Program outcomes for IFSAC-DA-accredited programs shall be separated out by each respective credential (e.g., AAS, BS) as well as by program area (e.g., Emergency Services, Emergency Management).** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (f)** | **Criteria: The program shall provide reliable information to the public on their performance, including student achievement.**  |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.6 (g)** | 1. **Criteria: Student achievement data shall include information from a minimum of three of the following areas: attrition and retention, graduation rates, licensure pass rates, job placement, employment advancement, transfer rates, graduate survey results, report of student performance of program outcomes.**
 |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5.7 AWARDING CREDIT FOR PRIOR LEARNING OR EXPERIENCE OR TRANSFER CREDIT***Examples of supporting documentation:** *Policy or procedure documenting the process*
 |
| **Section Number:** **G23.5.7 (a)** | **Criteria: The quality and outcomes of experiential learning, when considered for credit, shall be verified.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.7 (b)** | **Criteria: Credit for prior learning or experience shall be related to the degree being sought.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.7 (c)** | **Criteria: The degree-granting entity and program shall have a policy and procedure to evaluate transfer credits, credit for prior learning, and experiential learning.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.5.8 COOPERATIVE EDUCATION/INTERNSHIP***Examples of supporting documentation:** *Policy or procedure documenting how cooperative learning experiences will be supervised and evaluated.*
 |
| **Section Number:** **G23.5.8 (a)** | **Criteria: If the opportunity for experiential learning exists, the faculty shall implement a mechanism for planning, supervising, and evaluating cooperative education.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.5.9 CONTINUATION OF FORMAL EDUCATION***Examples of supporting documentation:** *State transfer agreements*
* *Transfer agreements with other universities*
 |
| **Section Number:** **G23.5.9 (a)** | **Criteria: The curriculum shall be designed to provide maximum opportunity for students to continue their formal education with a minimum loss of time and duplication of learning experiences.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.9 (b)** | **Criteria: Institutions with degree programs at the 2-year level should establish articulation agreements with 4-year baccalaureate level degree programs to provide for maximum transfer of related course work.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **G23.5.10 MANAGEMENT OF EMERGENCY SITUATION***Examples of supporting documentation:** *Policy and procedure relating to emergency situations*
* *Onsite verification of equipment and placement of equipment*
* *Onsite interviews with students and faculty*
* *Website information*
 |
| **Section Number:** **G23.5.10 (a)** | **Criteria: Policy and procedures, consistent with requirements of statute or regulation and recognized standards, shall exist to manage emergency situations.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.10 (b)** | **Criteria: Faculty shall be trained and prepared to manage emergency situations arising in the laboratory and at other training sites.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.10 (c)** | **Criteria: Emergency equipment shall be readily accessible and functional.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.10 (d)** | **Criteria: Students that will be onsite shall be trained in emergency procedures.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.10 (e)** | **Criteria: Students shall be advised of dangers associated with psychomotor skill development activities and physical demands, which will be placed upon them. (N/A for 100% online programs)** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.5.10 (f)** | **Criteria: All training for emergencies should be documented.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  | **Online Program and/or N/A** [ ] **Provide Explanation**  |
| ***Comments by evaluation team:*** |

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| **SECTION G23.6** **The institution shall be able to continue to accomplish its stated purposes and strengthen its educational effectiveness.**  |
| **G23.6.1 CONTINUATION OF THE STATED PURPOSE****G23.6.1.1 Planning** *Examples of supporting documentation:** *Documentation shall be available indicating that annual meetings are conducted for short and long range plans for the program. The meetings shall include program faculty and the advisory committee.*
* *The resulting plans shall be disseminated to all program faculty and advisory committee members.*
* *Meeting minutes shall be maintained for a period of at least five years; or as required by the institution or applicable laws.*
 |
| **Section Number:** **G23.6.1.1 (a)** | **Criteria: Short and long range planning shall include input from the administration, faculty, and the program advisory committee.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.6.1.1 (b)** | **Criteria: There shall be mechanisms for ongoing curriculum evaluation, revision, and implementation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **G23.6.1.2 Needs Assessment/Surveying** *Examples of supporting documentation:** *Documentation shall be provided that shows a needs assessment is conducted on a routine basis (for example, once every two or three years) for the program and courses.*
* *Any changes to the program or course curriculum shall be accomplished by a needs assessment.*
* *The needs assessment may be conducted by the institution's research office, program faculty, and/or program advisory committee.*
* *Published documentation of graduation rates and employability of students will be available which present, analyse and evaluate data, gathered over periods of time sufficient to indicate trends, directions and change.*
 |
| **Section Number:** **G23.6.1.2 (a)** | **Criteria: Needs assessment should be a major component in changing curriculum. Should not be limited, but encourage innovation as needed for stakeholders. Provide evidence of ongoing attention to appropriate innovation.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.6.1.2 (b)** | **Criteria: The institution should maintain surveys of graduates.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.6.1.2 (c)** | **Criteria: The institution should maintain surveys of employability of students.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

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| **Section Number:** **G23.6.1.2 (d)** | **Criteria: Needs assessment should be a major component in establishing new programs or options.** |
| ***Supporting documentation/comments by the institution completing the document:*** |
| ***Shaded area to be completed by the site team.*** |
| **Meets Criteria** [ ]  | **Does Not Meet the Criteria** [ ]  |  |
| ***Comments by evaluation team:*** |

**To ensure IFSAC Administration and the site team have complied with IFSAC-DA requirements, policies, and procedures, the site team leader shall verify the items listed below.**

All items must be affirmed (checked off) and this checklist page shall be part of the official final site visit document.

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| [ ]  | The IFSAC Degree Assembly Procedures for Scheduling a Site Visit was followed. |
| [ ]  | The Degree Program Evaluator Selection Procedure was followed. |
| [ ]  | The evaluation tem examined all aspects of the applicant institution in relation to the criteria for degree accreditation. |
| [ ]  | The site team has prepared and has submitted to the Administrative Office a consensus report that includes at least:1. Evaluation documentation as provided for in the criteria for degree accreditation
2. A narrative report of findings.
3. A recommendation to:
	1. Grant accreditation
	2. Grant conditional reaccreditation
	3. Deny accreditation
	4. Grant provisional accreditation pursuant to circumstances based on the requirements of the authority having jurisdiction.
4. If applicable: Final Action Report Form(s) that clearly specifies voluntary recommendations that are in order for the applicant, but not required for accreditation.
5. If applicable: Final Action Report Forms(s) that clearly specifies any requirements for accreditation or reaccreditation.
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| [ ]  | The written record of the accreditation site visit clearly demonstrates a comprehensive analysis of the materials used in reaching an accreditation decision. |
| [ ]  | A comprehensive written record of the accreditation decision has been submitted by the site team and said record is to be maintained by IFSAC Administration. |