# LONG ISLAND UNIVERSITY Office of Academic Affairs

### **Program Accreditation Procedures and Timelines**

Revised August 17, 2011

Procedures for submission of a written self-study for program accreditation and the accompanying site visit are outlined below. The timelines provide for the requisite review of the program plan for assessment of student learning by key stakeholders at the University.

#### 1) Timeline for Submission of Self-Study Documents:

A. One Year in Advance of Self-Study Due Date: A "kick-off" memo a year prior to the Self-Study due date will be sent by the Director of Academic Administration to assure that all parties are engaged in the process of preparing for Accreditation / Re-Accreditation.

The department/program must schedule a meeting with the University Director of Assessment one year in advance of commencing the self-study process in order to review and discuss specific accreditation requirements for outcomes assessment of student learning in the program and strategies for reporting outcomes assessment in the Self-Study document. (See attached University's Program Learning Assessment Plan form). This first meeting should include a review of program goals and potential data needs of the program faculty. Ongoing meetings with the University Director of Assessment and other administrators and staff in Academic Affairs are encouraged to facilitate the successful completion of the outcomes assessment portion of the self-study.

It is equally important that the department/program be thoroughly familiar with submission deadlines and all key standards of its accrediting body to ensure planning for compliance with all standards.

- B. **Three Months in Advance of Self-Study Due Date:** Submit a DRAFT of the program plan for assessment of student learning to the University Director of Assessment <u>three</u> months prior to the Self-Study due date to ensure sufficient time for necessary revisions.
- C. One Month in Advance of Self-Study Due Date: Submit a DRAFT of the entire Self-Study document to the Director of Academic Administration no later than <u>one month</u> prior to the Self-Study due date to allow sufficient time for necessary revisions. This deadline is firm because it requires review and approval of the Office of Academic Affairs.
- D. **One Week Prior to Site Visit:** Submit two (2) copies of all FINAL Self-Study reports/appendices to the Director of Academic Administration one for the President and one for the VPAA— at least one week prior to the scheduled accreditation site visit.
  - 2) Site Visits:

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A. Notify the Director of Academic Administration of any and all impending accreditation site visits as soon as possible. Generally speaking, site visitors will meet with the President and VPAA at some point during the visit. Due to their demanding schedules, it is important to hold dates for these meetings on their respective calendars as early in the process as possible.

B. Submit to the Director of Academic Administration a site visit schedule, curricula vita for the site visit team, and a brief summary of issues that the site team might raise in discussion with the President and VPAA during the visit at least two weeks prior to the scheduled site visit. The Director of Academic Administration is responsible for ensuring that the President and VPAA receive the Self-Study reports and site visit information prior to their scheduled meetings with the site visit team.

#### 3) Progress / Responses to Citations / Special Interim Reports

Accreditation can be granted with citation(s) or probation. When this is the case, the accrediting organization typically requests our response: a) with a specific action plan addressing the problematic areas and b) updated results or actions taken to rectify the standard(s) that is/are not in compliance.

- A. Academic Affairs should be advised immediately as to the process for responding and the timeline. Where the citation is related to Outcomes Assessment, the University Director of Assessment must be engaged.
- B. Submit the response to Director of Academic Affairs for inclusion in the status of accreditation.

#### 4) Annual Reports

Annual Reports are typically a standard report to the Accreditation organization providing statistical information on the program. It is not necessary to engage Academic Affairs unless there are problematic areas or if it is deemed necessary for assistance.