


Federal Compliance, Multi-Campus, Delivery Reviews on Comp and Checkup Visits Expectations of Reviewers




Higher Learning Commission
A Commission of the North Central Association

The Vs: An On-site Experience

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CEVs, ALCVs, CVs, FVs, QCVs, BVs, AVs, FFVs

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Report Templates
(Binder p. 13)

“Templates-R-us”

Most Report Templates are
New *(see Peer Reviewer Resources at www.ncahlc.org)*

- ✓ Panels
- ✓ Visits
- ✓ Embedded Reviews

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Guidelines for Reviewers

A Few Reminders

- ▲ Be clear about the type of visit (CEV is not the same as an ALCV)
- ▲ Seek clarification before the visit
- ▲ Be sure to use the correct template for the visit type

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Types of Visits

Campus Evaluation Visits (CEV)

- Visits to branch campus or main campus typically after approval
- Ranges from one person-one day to two person-two days



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Campus Evaluation Visit Report Form

Reviewers should complete this report form after conducting a Campus Evaluation Visit (CEV). It is used to a new campus or a visit to a campus being conducted in conjunction with a comprehensive review. This form should not be used for reviewing additional locations or for multi-location reviews.


Name of Institution:
Name/Address of Branch Campus:
Date of Visit:
Reviewer(s):

INSTRUCTIONS

The final report should be no more than fifteen pages. The report begins with a general overview of the evaluation conducted and enough information about the campus and its operation to provide the context for a Commission decision or for review by a future evaluation team.

For each review category, provide 3-4 exemplary statements that make clear the team's conclusions on the category and that align with the team's recommendations. Check one of the following for each category:


- The evidence indicates that the institution fulfills the expectations of the category. (The reviewer may cite ways to improve.)
- The evidence indicates that there are concerns related to the expectations of the category.



Types of Visits

Additional Location Confirmation Visit (ALCV)

- Visits to additional location typically after approval
- One person-one day
- Only schedule ALCV to first three locations
- No IAC approval



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Additional Location Confirmation Visit Report Form

Name of Institution:
Name/Address of Additional Location:
Date of Visit:
Visitor:


Compare the written description of the location provided in the institution's change request, the Commission's response, and/or the team report with the actual location and answer the following questions. Document findings for each item, and indicate the institution's strengths and/or opportunities for improvement in controlling and delivering degree programs off campus.

1. Is the location at the approved address and are the programs or courses offered as described in the original request?

Comments:

2. Are the instructional resources (e.g., registration, advising, career counseling and placement, library access) as described in the original request and what evidence demonstrates that they are appropriate for the programs offered?

Comments:



Types of Visits

Change Visit (CV)

- Visits set from a change application: program, location delivery
- Two people – two days
- Will receive change application and supporting documents


REPORT OF A CHANGE VISIT

TO
NAME OF ORGANIZATION
City, State
Date of Visit

FOR
The Higher Learning Commission
A Commission of the North Central Association of Colleges and Schools

EVALUATION TEAM
First and Last Name, Title, Affiliation, City, State ZIP Code
First and Last Name, Title, Affiliation, City, State ZIP Code
First and Last Name, Title, Affiliation, City, State ZIP Code
First and Last Name, Title, Affiliation, City, State ZIP Code

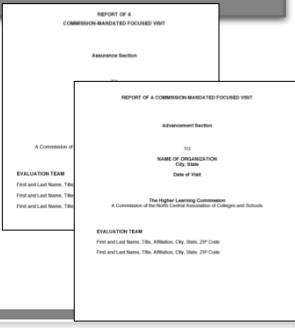
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Types of Visits

Focused Visit (FV)

- Visits that were requested by other reviewers or liaison
- Topics can be combined or singular
- Varies but typically - two people – two days






Types of Visits

Quality Checkup Visit (QCV)

- Visit for AQIP institutions
- Two people – two days
- If interested need to attend AQIP training

Biennial Visit (BV)

- Visit for institution during candidacy at two years
- Being developed
- Will need people trained in Achieving Accreditation Process



Types of Visits


Advisory Visit (AV)

- Visit determined by HLC President
- Reviewers are chosen based upon needs of visit
- Special report, no template

Fact Finding Visit (FFV)

- Visit with a specific focus
- Reviewers chosen based upon needs of visit


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Team Setting

- ▲ Peer institutions
- ▲ Current position
- ▲ Qualifications
- ▲ Academic Experience
- ▲ Reviewer Experience

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Thank You!

Questions?

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