



I. GENERAL SCHOOL INFORMATION

1. School: _____	2. Date of Visit: _____
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II. VISIT INFORMATION

3. Type of Visit: <input type="checkbox"/> Comprehensive <input type="checkbox"/> Annual <input type="checkbox"/> New <input type="checkbox"/> Other	4. Reviewer(s): _____
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5. Facilities:

Tour Conducted Certificate of Occupancy Fire Inspection Report

6. Obtain:

School Catalog Enrollment Contract Advertising Other _____

III. STUDENT RECORDS SYSTEM REVIEW

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	New Students: _____
<input type="checkbox"/>	<input type="checkbox"/>	Refunds: _____
<input type="checkbox"/>	<input type="checkbox"/>	Graduates: _____

IV. PERSON(S) INTERVIEWED

Owner/Director/Administrator: _____

Instructor(s): _____

Student(s): _____

Advisory Committee Member: _____

Employer(s): _____

Graduates(s): _____

V. INSTITUTIONAL PLAN

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a 2 - 5 Year Planning Cycle?
<input type="checkbox"/>	<input type="checkbox"/>	Are all components integrated into one system?
<input type="checkbox"/>	<input type="checkbox"/>	Are metrics defined and student outcomes data used for accountability?
<input type="checkbox"/>	<input type="checkbox"/>	Are the institutional plan's goals evaluated quarterly and annually updated using student outcomes data?

Comments: _____

VI. MISSION-DRIVEN SCHOOL

- Yes No
- Does the school's mission clearly identify an employment objective or continuing education benefit for students?
- Does the mission drive program development, student assessment, program evaluation, and institutional self-improvement?

Comments: _____

VII. ADMISSIONS

- Yes No
- Do the school's admission requirements help in student selection and retention?
- Has the school tried to increase student retention?
- Do the interview and enrollment processes establish a "good fit?"
- Is the school's advertising truthful and is the recruitment of students fair?

Comments: _____

VIII. CURRICULUM

- Yes No
- Does the school's written curriculum accomplish its mission?
- Do program(s) meet industry standards/need and how does the school know?
- Does the school and its faculty update curricula using feedback like student satisfaction, industry standards, employer satisfaction, graduate follow-up data, and latest research?
- Do employers judge school's graduates as prepared and qualified?

Comments: _____

IX. FACULTY/INSTRUCTORS

- Yes No
- Do the school's instructor recruitment, selection, orientation, and evaluation processes ensure the school has quality instructors/teachers?
- Does the school involve instructional personnel in evaluating student learning and program effectiveness?
- Is there a clearly defined school faculty development process?

Comments: _____

X. STUDENT SERVICES

Yes No

- Are students able access adequate advising, counseling, and placement services so students benefit fully from the instructional program?
- Is there a student complaint process? Is it used and what are the results?
- Does the school's "career services" help graduates secure employment?

Comments: _____

XI. FINANCIAL SOUNDNESS AND STABILITY

Yes No

- Is there systematic process for financial planning and budgeting?
- Does the school budget its Institutional Plan and its goals?
- Does the school annually undergo an audit by a certified public accountant/accounting firm?

Comments: _____

XII. FACILITIES

Yes No

- Do the facilities, workspace and equipment comply with local fire, building, health, and safety regulations?
- Is the school adequately equipped so students achieve the school's program objectives?

Comments: _____

XIII. ADVISORY COMMITTEE/EMPLOYERS

Yes No

- Does the school's advisory committee ensure its programs are up-to-date, meet industry standards, and satisfy employers?
- Does the school regularly collect data from employees about its graduates' competence in the work place?
- Has the school institutionalized using advisory committees and employer feedback to improve the school, its programs and its instruction?

Comments: _____

XIV. SCHOOL AND PROGRAM EVALUATION

Yes No

- Does the school know students are learning?
- Are students satisfied with the program, instructors and the school's administration and how does the school gather and use this information?
- Does the school know employers are satisfied with the graduates' work place competence?
- Does the school systematically gather data about its effectiveness and use it to improve?

Comments: _____

XV. STRENGTHS

XVI. AREAS NEEDING IMPROVEMENT

XVII. ACTIONS REQUIRED

