

# COMPLIANCE AND INSTITUTIONAL ASSESSMENT

EAP Form 2.03



STATE OF WISCONSIN  
EDUCATIONAL APPROVAL PROGRAM  
P.O. Box 8366  
Madison, Wisconsin 53708-8366  
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## I. GENERAL SCHOOL INFORMATION

1. School: \_\_\_\_\_

2. Date of Visit: \_\_\_\_\_

## II. VISIT INFORMATION

3. Type of Visit:

Comprehensive  Annual  New  Other

4. Reviewer(s): \_\_\_\_\_

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

New Students: \_\_\_\_\_

Refunds: \_\_\_\_\_

Graduates: \_\_\_\_\_

## IV. PERSON(S) INTERVIEWED

Owner/Director/Administrator: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Student(s): \_\_\_\_\_

Advisory Committee Member: \_\_\_\_\_

Employer(s): \_\_\_\_\_

Graduates(s): \_\_\_\_\_

## V. INSTITUTIONAL PLAN

Yes No

Does the school have a 2 - 5 Year Planning Cycle?

Are all components integrated into one system?

Are metrics defined and student outcomes data used for accountability?

Are the institutional plan's goals evaluated quarterly and annually updated using student outcomes data?

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 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: \_\_\_\_\_

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\_\_\_\_\_

## 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: \_\_\_\_\_

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\_\_\_\_\_

## 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: \_\_\_\_\_

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## 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: \_\_\_\_\_

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\_\_\_\_\_

**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: \_\_\_\_\_  
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**XV. STRENGTHS**

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**XVI. AREAS NEEDING IMPROVEMENT**

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**XVII. ACTIONS REQUIRED**

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