

## **APPENDIX K REVIEW TEAM AND REVIEW TEAM VISIT**

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### **Review Team**

An ad hoc panel of individuals who are knowledgeable of similar courses/degree programs may be assembled by the Arkansas Department of Higher Education (ADHE) staff to review applications for certification or recertification. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

A review team may include members of the Institutional Certification Advisory Committee (ICAC) and staff of the State Board of Private Career Education (SBPCE). The size of the team is determined by the level of courses/degree programs and the number of courses/degree programs proposed. All team members will be provided a copy of the institution's application. Expenses associated with the review team will be covered by the institution.

The review team will prepare a report and present its findings to ADHE. ADHE staff will use the report as the basis for a recommendation to ICAC concerning Arkansas Higher Education Coordinating Board (AHECB) certification or recertification.

### **Review Team Visit**

The following are general guidelines for the team visit; however, the requirements of the visit may vary depending on the type of review and the method of delivery for the course/degree program.

#### **A. On-Site Review**

1. ADHE will schedule a mutually convenient time with institutional representatives and review team members for the team visit.
2. Administration, faculty, and students enrolled in the institution should be available for team interviews upon request.
3. The institution should have the following information available for review upon request:
  - a. Student-related information including a list of current students, transcripts, admission procedures and applications, student contracts and payment records, student financial aid records, and student employment placement records, and a current college catalog.
  - b. Faculty and administrator vitae/resumes indicating all educational training, certification or licensure, and teaching and work history.
4. List of current employees.
5. Program curricula, course syllabi, and textbooks must be on display.

#### **B. Out-of-State and Distance Delivery Reviews**

1. If an on-site visit is scheduled, follow the guidelines for On-site Review above.
2. If the team meets at ADHE, institutions must have a representative attend the review unless ADHE determines that the visit can be conducted by conference call.
3. The institution will be responsible for the expense of conference call, if one is scheduled, and the chief academic officer must be available to answer questions in part A of this appendix.

#### C. Special Reviews

1. See Appendix C for a description of reasons for special reviews that may require an on-site visit by a review team.
2. ADHE staff will notify the institution of the information needed for the review team.

