Accreditation 101: Tips and Strategies to Prepare for Your Next Accreditation Visit

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5 Keys to a Successful Accreditation Visit



Organization

Preparation

Communication

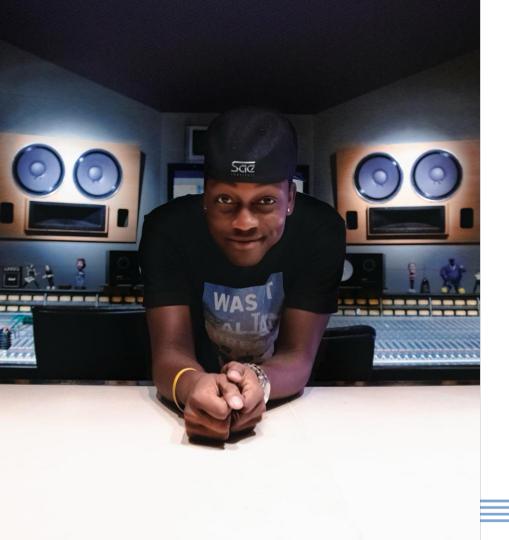


Ask Questions



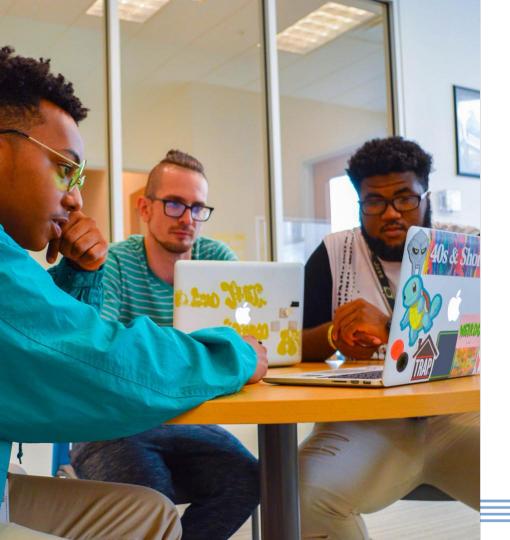
Tip 1: Organization

- ✓ Documents are clearly labeled
- Only documents that have been requested should be provided
- ✓ Colored folders
- ✓ Staff and Faculty Files well organized
- ✓ Use folders with tabs for Staff and Faculty Files
- ✓ Student files



Tip 2: Preparation

- ✓ Mock interviews with leadership
- ✓ Meet with faculty
- ✓ Prepare all materials requested
- ✓ Organize campus tour
- ✓ Determine team room



Tip 2: Preparation – Suggestions to Staff

- ✓ Theme song
- ✓ "I don't know..."
- ✓ Use titles not names
- Establish primary contact for the visit and funnel team requests to primary contact
- ✓ Leadership on campus before team arrives and stays until team leaves (order lunch)
- $\checkmark\,$ Set expectations for faculty



Tip 3: Communication

- ✓ Communicate to students
- Communicate to staff and faculty expectations including dress code and timeline
- ✓ Be communicative with accreditor prior to the visit



Tip 4: Hospitality

- $\checkmark\,$ Dress Code for the visit
- $\checkmark\,$ Spring cleaning
- ✓ Snacks and beverages for team room
- $\checkmark\,$ Arrange parking for team
- ✓ Office supplies (sticky notes please!)
- \checkmark Sign outside team room



Tip 5: Ask Questions

- Take advantage of the accreditation staff assigned to your visit
- ✓ When an area of noncompliance is found, ask questions.



Questions???

