

Suggested Survey Agenda

Introductions (Schedule 1 hour)

The purpose of this session is to allow the survey team and the Education Institute an opportunity to introduce themselves. The survey team will provide the goals for the survey along with a timed schedule for the day. The Education Institute will have an opportunity to provide an overview of its program.

Review of the Education Institute's Program (Schedule 2 to 3 hours)

The purpose of this session is for the survey team to discuss their level of understanding of the Education Institute's program with its principals. The Education Institute should start the review process by providing a short presentation describing its program, noting its strengths, areas for improvement and future plans. Also, during this review, the survey team will ask questions to clarify information presented in the application in order to gather data to make a determination as to the appropriate level of compliance for each Criterion within each Standard.

Tour Education Institution (Schedule 1 to 1 ½ hours)

The purpose of this session is for the survey team to be given a tour of Education Institute by those individuals responsible for its operations. This tour will provide the survey team an opportunity to assess the level of compliance for Criteria 3.1 and 3.3 of Standard III. The survey team will complete the Documentation Checklist as its method to collect data.

Lunch (Schedule 1 hour)

The purpose of this session is for the surveyors to have a private discussion with participants from various learner groups about their experiences with the education programs. Please invite at least one learner from each group identified in your application.

Final Questions & Clarifications (Schedule ½ hour)

The purpose of this session is for the survey team to ask any questions or seek clarification on any topics or issues related to the application and/or interview.

Survey Team Writes Report (Schedule 1 hour)

The Education Institute will provide the survey team a private room to begin collating its information and writing the survey report. If possible, the room should have a computer with Adobe Acrobat Reader loaded on in order for the surveyors to complete their report. If the survey team has questions during this time; or needs further information, evidence or documentation, they will ask the Institution to provide it. If in the event, the Institution does not have easy access to the materials, the survey team will ask the Institution to send it to the ACS staff within seven days.

Closing Comments (Allow 15 to 30 minutes)

The purpose of this session is for the survey team to bring to closure the onsite survey. It is at this point that the survey team will outline the next steps in the accreditation process to the Education Institute. In addition, this session provides the Institution an opportunity to make closing comments as to what it thought of the accreditation process in general and the survey specifically. Also, this session allows the Institution to clarify and supplement its materials in order to better demonstrate its level of compliance.