Modified Academic Audits of Externally Accredited Programs
Contents and Process
Guidelines 2011-2012

For academic programs that undergo an external accreditation or approval process, a modified set of guidelines will be followed. There is a great deal of overlap between the external accreditation guidelines and the College’s primary academic audit guidelines.

The modified guidelines consist of the following steps:

1. The auditor will review the guidelines for re-accreditation or re-approval from the external accrediting agency.

2. The auditor will review the self-study document or application for approval that the program submitted to the external accrediting body.

3. The auditor will review the letter or document from the external accrediting organization stating whether or not re-accreditation/re-approval is granted. The auditor will make note of any findings, comments or areas for improvement noted in the document.

4. The auditor will meet with the dean, department head, program director and/or curriculum coordinator to discuss the letter or document from the external accrediting organization and any findings, comments or areas for improvement noted in the document, as well as any other strengths or issues with the program that were not addressed in the re-accreditation process.

5. The auditor, department head, and program director/curriculum coordinator will prepare a summary for the Student Outcomes Committee of the Board of Trustees which includes:
   a. The date and outcome of the most recent re-accreditation process (i.e. the program was re-accredited for seven years)
   b. Highlights of the accreditation report, including program strengths, findings, comments or areas for improvement noted in the document, and steps the program has taken or is taking to address the findings.
   c. Any strengths of the program or issues with the program that were not addressed in the re-accreditation process.

If not included in the accreditation report, the following also must be included in the modified audit:
   a. Information on operating cost and efficiency
   b. Information on student outcomes (graduation and retention)
c. Information on the demand and need for the program
d. Recommendations

6. Generally, the modified audit will take place within a year after the re-accreditation action letter or document from the external accrediting organization had been received by the College. These programs will be audited on the same cycle as established by the external accrediting organization. If the external accreditation cycle is longer than five years, a report on the status of the program based on annual program reviews will be presented five years after the previous modified audit.

7. When the audit is completed, it is reviewed by the division Dean.

8. Next Steps:
   a. After review by the division Dean, it is reviewed by the Vice President for Academic Affairs and the Academic Affairs Deans at the Academic Affairs Council meeting. Comments, suggestions, or recommendations can be made.
   b. The Vice President of Academic Affairs will serve as final arbitrator of any conflicting assessments or conclusions between the Academic Program Auditor and the Academic Affairs Deans.
   c. The document is submitted to the Student Outcomes Committee of the Board and finally to the full Board of Trustees with accompanying recommendations.
   d. The appropriate Division Dean, Department Head or designee and the Auditor will attend the Student Outcomes Committee meeting.
   e. The Board of Trustees acts on the audit.