

Assurance Section Checklist

Areas to be addressed

	Item	Evidence	Who	Date
	1. Include statement in self-study asking for the accreditation to be extended for a certain period of years			
	2. Send “more” materials electronically ahead of time			
	3. Incorporate a consistent general education core into degree and certificate programs			
	4. Institutionalize an assessment program that withstands turnover in administration and faculty.			
	5. Use website to solicit third party comment and announce the Evaluation Visit.			
	6. Implement a formal process which tracks documentation of discussion items, initiatives, and closure of issues during meetings			
	7. Develop contingency plans			
	a. Rainy Day fund			
	b. Repair and rehabilitation			
	c. Deferred maintenance			
	d. ADA requirements			
	e. Equipment replacement			
	8. Provide and utilize audited financial statements consistent with higher education practices			
	9. Develop a strategic long-range plan which is operationalized evenly across all areas of the college			
	10. Implement needs analysis to support academic planning (see report for further explanation)			

	Item	Evidence		
	11. Develop systems that ensure accurate and timely data collection for informed decision-making			
	12. Formalize, document, and communicate to constituencies the links between mission, planning, and budgeting.			
	13. Review the following:			
	a. Contact hours of faculty and division chairs (currently 20-30)			
	b. Compensation offered for hours beyond those listed above			
	c. High semester course loads for students			
	d. Consistency in General Education expectations among programs and documentation in College Catalogue & Handbook			
	14. Assessment should be integrated into “the organization’s process for program review”			
	15. Evidence of general education assessment at the course level & institutional level			
	16. Publish assessment results and share with students and other constituencies			
	17. Implement systematic analysis and use of assessment results			
	18. Include University policies on intellectual property & academic freedom in student and faculty handbooks & NCTA catalog			
	19. Formalize a system for compiling, analyzing & distributing graduate, alumni, & employer survey results to constituencies			
	20. Demonstrate an understanding and strong commitment to general education			
	21. Assure that general education component adequately meets the criteria (see report for more detail)			

	Item	Evidence	Who	Date
	22. Conditions of Affiliation			
	a. Stipulation on affiliation status – None			
	b. Approval of degree sites – Prior commission approval required – no change			
	c. Approval of distance education degree - Prior commission approval required – no change			
	d. Reports required – none			
	23. Other visits scheduled			
	a. Focus on General Education, Assessment and link between planning and budgeting (fall 2012) results?			
	b. Incorporate General Education, Assessment and link between planning and budgeting in the strategic plan			
	24. Assessment			
	<ul style="list-style-type: none"> • Assign assessment responsibilities to an individual or committee to continuously monitor & report assessment results 			
	<ul style="list-style-type: none"> • System wide adoption of new data collection and management systems. 			
	<ul style="list-style-type: none"> • Have conversation about how to develop a “culture of assessment” and a “culture of evidence” to substantively integrate assessment 			
	25. General Education			
	<ul style="list-style-type: none"> • Identify the core concepts & expected outcomes of the general education courses associated with each curriculum 			
	<ul style="list-style-type: none"> • Communicate core concepts & expected outcomes of general education courses to the students 			
	<ul style="list-style-type: none"> • Educate all faculty to the value of general education and the important & relevant skills it develops in students 			

	Item	Evidence	Who	Date
	26. Link Between Planning & Budgeting			
	<ul style="list-style-type: none"> • Develop a more clear link between planning and budgeting in future iterations of its strategic plans & in its operationalization of plan 			
	<ul style="list-style-type: none"> • Use an environmental scanning process that can help in the preservation of the rural culture through its programs & services 			
	27. Provide a clear business plan and documentation of available funding for the Veterinary Technology Comparative Medicine Option			
	28. Seek approval from the federal Department of Education to extend Title IV financial aid eligibility to North Platte for Horticulture Certificate Program			
	29. Plan for appropriate student support services to deliver NCTA Veterinary Technology Associate of Applied Science degree through online technologies.			