



Specialized Accreditation: On-site Visit Planning Requirements

Provide the required information below to Academic Program Quality within the published timeline. Note that the executive summary, talking points, and the itinerary are provided to the senior administrators (e.g., president, provost) that will be participating in the process. It should be clear, concise, and professional in appearance. *Spell out acronyms the first time they are used and organize the information in a logical way.*

Timeline	Requirement
One year prior to an on-site review	Notify APQ of an upcoming on-site review.
One year to nine months prior to an on-site review	Notify APQ of the date of the on-site visit and confirm with your accreditor which senior administrators <i>are required</i> to meet with the evaluators during the on-site visit. APQ will facilitate the scheduling of the meetings with the appropriate senior administrators. <i>Note that depending on the senior administrators' availability, which can change rapidly, a designee may be assigned to meet with the evaluators.</i> In addition, a senior administrator is often required to attend the on-site visit exit report.
One month prior to an on-site review	<ol style="list-style-type: none"> 1. Submit an executive summary of the key program information to APQ. The executive summary should be a maximum of two pages for unit reviews or up to four pages for college-wide reviews, and must include the following: <ul style="list-style-type: none"> ▪ full-name of the accreditor and a description of its mission ▪ year of the program's initial and most recent accreditation ▪ list of the programs undergoing review (identify tracks and graduate certificates if appropriate, to convey the scope of the review) ▪ key metrics about the program for the most recent term or year available (at minimum, include enrollment headcounts, degrees awarded, and full-time faculty member headcounts disaggregated by tenure track and non-tenure track). <i>These facts are accessible via the Pegasus Mine Portal (supported by Institutional Knowledge Management http://ikm.ucf.edu/).</i> ▪ key program highlights (e.g., national rankings, areas of research strength) ▪ recent noteworthy faculty member and student accomplishments ▪ program strengths and program challenges/areas for improvement (in particular, note any areas that you think may give you trouble during the accreditation process) ▪ name, title, and home institution of each evaluator (brief biographies and photos are preferred) 2. Submit program Talking Points for On-site Meetings The intent of this document is to provide the senior administrators with relevant talking points for their meeting with the accreditation on-site visitors. The dean of the college whose program or department is under review should prepare this statement. This form is also available on the APQ website.
Two weeks prior to an on-site review	Submit a final on-site review itinerary to APQ

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