

Accreditation Self-Study Process Overview of Services

Institutional needs vary when it comes to planning and implementing a process in preparation for a comprehensive evaluation or self-study required by your accrediting organization. Longpoint can assist your institution as it prepares for accreditation related processes, whether your needs are broad or narrow in scope. The outline below indicates how we might assist you with four critical areas of focus and preparation: **Planning & Readiness, Process Engagement, Self-Study Development** and **Response & Follow-Up**.

Institutional Area of Focus	Institutional Objective	Longpoint's Role
<i>Planning & Readiness</i>	<p><i>Review and determine Institution's readiness regarding:</i></p> <ul style="list-style-type: none"> <i>Institutional knowledge and experience with standards, guidelines and requirements</i> <i>Staff time and resources for self-study process</i> <i>Availability of and access to institutional data</i> 	<p><i>Work with Institution's Self-Study Leader to:</i></p> <ul style="list-style-type: none"> <i>Assess Institutional knowledge and assist in determining orientation and training needs for staff regarding self-study process</i> <i>Design self-study structure and timeframe that balances resource availability with demands of conducting self-study and related requirements</i> <i>Confirm availability of required data and identify future data needs</i>
<i>Process Engagement</i>	<p><i>Develop shared Institutional understanding of:</i></p> <ul style="list-style-type: none"> <i>Accreditation standards, requirements and process guidelines</i> <i>"Data-First" metrics and other data report requirements</i> <i>Participant roles and responsibilities</i> 	<p><i>Work with Institution to develop and deliver a customized self-study orientation for key staff based on needs identified by the Institution.</i></p> <p><i>Potential participants include:</i></p> <ul style="list-style-type: none"> <i>Institution leaders</i> <i>Steering Committee Members</i> <i>Accreditation Standards Committee Chairs</i>
<i>Self-Study Development</i>	<p><i>Engage Community in work of Institution Self-Study Process:</i></p> <ul style="list-style-type: none"> <i>Completion of required data forms (e.g., "Data-First" forms)</i> <i>Self-study assessment of each standard using Data-First analysis</i> <i>Establishment of standards for draft-writing and review</i> <i>Preparation for Evaluation Team Visit</i> 	<p><i>Will tailor to meet Institutional requirements:</i></p> <ul style="list-style-type: none"> <i>In a limited role, Longpoint consultant can serve as Process Coach partnering with Self-Study leader to facilitate and manage process steps and outcomes</i> <i>In an expanded role, Longpoint can:</i> <ul style="list-style-type: none"> <i>Facilitate an overall process and committee structure</i> <i>Provide assistance with completing E-Series and S-Series Institutional Data Forms</i> <i>Assist in development of self-study document -- transitioning from separate standards drafts (many voices and writers) to a final, complete document in a single voice</i> <i>Perform documentation review, visit logistics and preparations</i>
<i>Response & Follow-Up</i>	<i>Institution responds to Visiting Team Report and Recommendations within required timeframe.</i>	<i>Longpoint can assist with preparation of Institutional Response to Visiting Team Report as an external reader/editor.</i>