



# THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

## Candidate Level Requirements and Actions Section 11 Worksheet

Institution \_\_\_\_\_ Date Started \_\_\_\_\_

Institution Certification Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Assigned Certification Facilitator \_\_\_\_\_

**XI. A. Planning and Evaluation:** A certified institution has a written plan that is designed to identify internal and external trends and patterns, optimize opportunities, address challenges, reflect on achievements, and maintain quality. The planning enables the institution to improve services to students, ensure the professional growth of its instructors/faculty and staff, and provide for the long-term quality and growth of the institution. The institution collects and analyzes data on a systematic, consistent basis to monitor the status and effectiveness of the plan and evaluates its full range of services.

- \_\_\_ 1. Describe how the institution has a written plan that is designed to identify internal and external trends and patterns, optimize opportunities, address challenges, reflect on achievements, and maintain quality. Provide a copy of the institution's written plan.
- \_\_\_ 2. Explain how the planning enables the institution to improve services to students, ensure the professional growth of its instructors/faculty and staff, and provide for the long-term quality and growth of the institution.
- \_\_\_ 3. Describe how the institution collects and analyzes data on a systematic, consistent basis to monitor the status and effectiveness of the plan and evaluates its full range of services. In particular discuss how results of the institution's outcomes assessments have been incorporated into the plans for self-improvement.
- \_\_\_ 4. Describe how the institutional improvement plan includes details on how the institution will undertake the development, improvement, or expansion of its curriculum and services for its students, instructors/faculty, and staff.
- \_\_\_ 5. Explain how the plan contributes to improving institutional quality and provides adequate and realistic growth of the institution and the personnel needed to support the growth, as well as the finances needed.
- \_\_\_ 6. Identify and briefly describe the major strengths and weaknesses of the institution.

- \_\_\_ 7. As candidly as possible, describe the significant challenges currently facing the institution. State how the process of CPCA self-evaluation has helped to clarify/identify these challenges as well as other major issues or problems. Describe what plans have been developed to meet these challenges and solve these problems and the process(es) for implementing solutions.
- \_\_\_ 8. List, in order of importance, those activities or innovations undertaken in the past five years/most recent strategic planning cycle considered particularly worthy of notice by the CPCA.
- \_\_\_ 9. State what institutional problems, actions, or policies should be emphasized to the CPCA as examples of significant institutional achievements in quality distance study.

**XI. B. Self-Improvement:** A certified institution shows evidence of continuous progress and self-initiated efforts to improve operations and educational offerings and services. Sound research procedures and techniques are used to measure how effectively the stated institutional mission, goals, and objectives are being met.

- \_\_\_ 1. Identify who is responsible for conducting and/or overseeing research activities.
- \_\_\_ 2. Explain how the institution evaluates its programs and services.
- \_\_\_ 3. Submit any other material or data giving evidence of present efforts to extend and/or improve the institution.
- \_\_\_ 4. Explain how the institution demonstrates improvement and upgrading by membership and active participation in professional associations; application of recent research results in both the academic and clinical/practical portions of the program; and continuing study and practical experience in the profession, related subject areas, adult education, and distance education.
- \_\_\_ 5. Describe the policies and procedures for improving instruction and upgrading faculty, practitioners, and staff.
- \_\_\_ 6. Demonstrate how the institution as an on-going part of its self-study, strategic planning and outcomes assessment programs, regularly examines all aspects of its performance of its doctoral degree programs to determine if any changes are needed to improve its compliance with its program responsibilities.

Share any comments on the process of self-evaluation or certification the institution would care to offer, and list any suggestions for improvement of the process. Also, list any additional questions for the Certification Criteria that would help present the merits of the institution, and list/identify those questions that could be modified or deleted in the Certification Criteria.