Academic Program Accreditation Institution Self-Survey

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What is Accreditation?

- It is a process of recognizing an educational institution possessing certain standards of quality and excellence.

- It is based on self-regulation which focuses on evaluation and the continuing improvement of educational quality.

- It is a process by which institutions or programs continuously upgrade their educational quality and services through self-evaluation and the judgment of peers.

- It is a status granted to an educational institution or Program which meets commonly accepted standards of quality or excellence.

Basic Characteristics of Accreditation

- its prevailing sense of volunteerism
- its strong tradition of self-regulation
- its reliance on evaluation techniques
- its primary concern with quality
Why accreditation?

- gives prestige to the university
- provides easy access to internationally recognized and refuted universities and organizations through membership and other partnership/twinning/consortia arrangement
- strengthens the trust and confidence of the stakeholders
- earns the respect and admiration of the academic community
- ensures sustainable growth and development of the university

How is accreditation conducted?

There are 5 Major Steps:

1. The Institution Self-Survey
2. The Pre-survey Visit
3. The Formal Survey Visit
4. Initial Accreditation
5. Full Accreditation
6. Periodic Resurvey (Optional)
APPLICATION STATUS

- Submission of the Letter of Intent with supporting documents such as: Vision and Mission of the University, brief history, organizational structure, government recognition of the programs applied for accreditation, list of faculty members with their educational qualification, names of administrators and their educational qualification, admission policies

(AIUB passed this status as of 12 February 2009)

CANDIDATE STATUS

- Completion of the preliminary and self-survey using PAASCU Survey Forms
- Submission of the Accomplished Self-Survey Report
- Consultative/Formal Visit to the University

MEMBER STATUS

- Received a Favorable Rating during the Formal Visit by a PAASCU Accrediting Team
- Strive to implement the recommendations of the Formal Survey Team
Accreditation Levels for Program Accreditation-

**Candidate Status** – undergone preliminary survey visit and certified as being capable

**Level 1** Accredited Status – granted after a favorable formal survey of the accrediting agency

**Level II** re-accredited status – re-accredited by the accrediting agency

**Level III** re-accredited status – re-accredited and met additional criteria/guidelines set by the accrediting agency as follows:

1. high standard of instruction
2. highly visible community extension program
3. highly visible research tradition
4. strong Faculty Development Program with plan and budget
5. existence of working consortia or linkages with other educational institutions and/or agencies
6. extensive and functional library and other learning resource facilities

-(For undergraduate programs, it should satisfy any 2 of the criteria and for the graduate program it must satisfy 1 and 3.)
Level IV Accredited Status – accredited programs are highly respected very high quality academic programs and with prestige comparable to similar programs in excellent foreign universities.

INSTUTION SELF SURVEY PROCESS
This is an analysis of the university’s educational resources and effectiveness, by its own faculty and staff. It should be viewed as an inherent responsibility for continuing development.

It enables the university to see for itself the strengths and shortcomings. Provides basis for improvements, setting up of priorities and indicative areas for future expansions.

Steps in the Self-Survey Process

1. Making Decision to seek accreditation with accrediting agency of choice

2. Formation of Committees and Subcommittees with Chairman and Members in each of the following areas: Goals and Objectives, Faculty, Instruction, Research, Library, Students, Administration and Other Resources
3. Formulating/Reformulating the University’s Purposes and Objectives

4. Answering the Analysis Sections of the Self-Survey Form

5. Answering the Evaluation Section of the Self-Survey Form

6. Answering the Comments Sections of the Self-Survey Form

7. Preparing the Exhibits and Attachments

8. Preparing the Best Features and Recommendations, Statistical Tables (Area Rating) and Chairman Area subcommittee Report

   - complete self-survey report by area
   - Chairman’s Report

10. Submission of the Institution Self-Survey Report and other requirements to PAASCU
Institutional Self-Survey Questionnaire

ANALYSIS

The analysis consists of provisions, conditions or characteristics found in good institutions. The section on Analysis is intended to provide the factual basis required for the evaluation of the different aspects in this area.

Within the parentheses (  ) preceding the items given under Analysis, place one of the following letters:

- **E** - provision or condition exists extensively
- **S** - provision or condition exists moderately
- **L** - provision or condition is very limited
- **M** - provision or condition is missing but needed
- **O** - provision or condition does not apply
EVALUATION

Evaluations represent the best judgment of the effectiveness of the implementation of the provisions after all the evidence has been considered. The evaluators should use the rating scale given below:

5 - **Excellent**: (the provisions or conditions are effectively implemented and are functioning excellently.)

4 - **Very Good**: (The provisions or conditions are implemented and are functioning well)

3 - **Good**: (The provisions or conditions are moderately implemented and are functioning satisfactorily.)

2 - **Fair**: (The provisions or conditions are implemented to a limited extent and are functioning minimally.)

1 - **Poor**: (The provisions or conditions are not implemented and are not functioning.)

0 - **Does not apply**: (The provisions or conditions are not applicable.)
AIUB: The Case in Review

PRELIMINARIES:

- Revised the Mission, Vision and Goals
- Organized International Seminar with the assistance of APQN to learn from the experiences of other countries
- Participation in National and International Seminars/Conferences on QA

Actual Process

- Expression of Interest/Application for Accreditation
- Establishment of the Quality Assurance Cell
- Conducted Series of Trainings of the AQAC Members
- Approval of the Application
- Creation of the Executive and Area Sub-Committees
- Conducted Orientation-Trainings of the Area Sub-Committee Members
- Institution Self-Survey
- Submission of the Self-Survey Report to PAASCU
- Survey Visit of the PAASCU Evaluation Team (4 members including UGC)
- Recommendations of the PAASCU Evaluation Team in each Area-Candidate Status
- Actions Taken in Response to the Recommendations
- Submission of the Report and Request for Formal Visit
- Conduct of the Formal Visit by the PAASCU Evaluation Team – Granting of Level 1
Vision-Mission-Goals

Contents:

- Statement of Vision-Mission-Goals of the Institution (clearly stated; in harmony with National Goals and desirable Bangladeshi cultural values...)
- Specific Goals Distinctive of Each College (Goals of Faculty of Business...)
- Acceptance by the Academic Community (new members are informed and oriented...)
- Agreement between Vision-Mission-Goals and Activities (there is harmony between actual educational practices and activities)
Community Involvement

Contents:

- University Community Involvement (establishes and maintains satisfactory partnership/linkages with the various sectors of the community...)
Faculty

Contents:

- Academic Qualifications (doctorate in discipline taught; doctorate in other fields; masters in field of specialization...full time, part time)
- Educational and Professional Experience and Length of Service (number of years in teaching; in professional work- 15 yrs and above, 10 yrs-14yrs... full time , part time)
- Selection Policies (availability of the institution’s policy on faculty selection; considerations in selection: acad qualification, professional and teaching experience; involved in the selection; process...)
- Ranking and Promotion (availability of the ranking system; criteria used; involved in the ranking...)
- Teaching Assignments (copy of the teaching assignment/ load; according to major or minor; units for full time and part time...)
- Faculty Research (availability of the research program/ agenda; availability of funds; technical support...)
- Community Service (participation in the community outreach projects...)
- Teaching Performance (implementation of the course objectives as per syllabi/course outline; mastery of the subject matter...)
- Faculty Development (availability of the Faculty development program for the last 3 yrs.; conduct orientation program...)
- Faculty Relationships (available code of ethics; inter-disciplinary/ inter-department discussion...)
- Salaries and Fringe Benefits (availability of the salary policy; policy and type of leaves; benefits enjoyed...)


Curriculum and Instruction

Contents:

- Curriculum (courses are aligned in logical sequence; objectives are consistent with the vision and mission...)
- Teaching–Learning Process (the course outlines reflect the expected outcomes and strategies to achieve these...)
- Teaching-Learning Environment (classrooms are conducive; classroom discipline...)
- Assessment of Learning Outcomes (admission and retention policy; monitor learning outcomes through tracer study on graduates; employability of graduates...)
- Supervision of Instructional Program (conduct classroom observation; involved in classroom evaluation and teacher performance...)
- Co-curricular Programs (students and teachers are actively involved in the extra curricular activities...)
- Academic Consultation/Advising (faculty schedule for individual consultation...)
Library

Contents:

- Administration (availability of the organizational set-up; well defined function of the Head Librarian...)
- Collections (available data on collection print and nonprint; library development plan...)
- Personnel (adequate number of support staff...)
- Financial Support (availability of budget for the library...)
- Services and Use (schedule of the library use; evidence for the use of the library...)
- Physical Facilities (spacious; sufficient chairs and tables for the students and staff; adequate control and security...)

Laboratory

Contents:

- Rooms *(availability of science room, demonstration room, lecture room equipped with appropriate facilities...)*
- Equipment and Supplies *(sufficient equipment and supplies such as visual aids; computers...)*
- Maintenance and Improvement *(orderly and neat; well maintained; properly labeled...)*
- Safety Provisions *(sufficient ventilation; first aid kit; fire extinguisher, sand bucket...)*
Physical Plant

Contents:

- **Site** (wholesome free from traffic, noise and dust; accessible to public transport...)
- **Campus** (campus development plan; clean; available space for recreation and play or games...)
- **Buildings** (interior and exterior design blends; the entrance and exit are well planned...)
- **Building Services** (sufficient windows for natural lighting; water supply; clean toilets and bathrooms are well maintained...)
- **Classrooms** (sufficient number of classrooms; space adequate for the standard number of students or 1 sq. m. per student...)
- **Auditorium** (sufficient seating capacity; safety marked exit; proper ventilation...)
- **Athletic Services** (availability of sufficient supply; safety features...)
- **Food Service Areas** (always kept in sanitary condition; spacious...)
- **Offices and Staff Rooms** (convenient located for students and public.)
- **Student Activities** (available space or rooms for student publication, clubs, study room...)
- **Clinic And/ Or Infirmary** (facilities are adequate; well maintained and clean...)
- **Dormitory** (Optional)
Student Services

Contents:

- **Organization and Administration** (objectives are clearly stated; functions of the personnel are well defined; sufficient budget is allocated...)

- **Admissions** (clearly defined policies and procedures on the selection and admission of students; contained in the school bulletin of information...)

- **Student Orientation** (intended for all students; helps students to adjust college/university life...)

- **Guidance Program and Services** (objectives are consistent with the vision-mission-goals; information about the students are kept up-to-date; available testing instruments...)

- **Student Support Services Program** (grants scholarship and financial aid; medical-dental services; nutritious food and reasonably priced...)

- **Co-curricular Programs and Activities** (assigned moderators/supervisors to the different student organizations; guidelines for off campus activities...)

- **Alumni** (formally organized alumni association; alumni show interest and involve in job placement of graduates...)
Administration

Contents:

- Administrative Organization (available organizational chart; Job Description Manual...)
- Academic Leadership and Governance (names, qualifications and length of service...)
- Administration of Non-Academic Personnel (Administrative manual is available which defines systems and procedures for hiring, promotion and termination of personnel...)
- Administration of Records and Reports (available office which keeps the records on Minutes of the Board Meeting; faculty meetings; departmental meeting...)
- Instructional Administration (evidence of interdisciplinary consistency...)
- Financial/Business Administration (qualified officer to supervise the business function of the institution; available budget; funds are used for the purpose for which they are collected...)
- Institutional Planning and Development (available strategic plan; annual plan...)
- Administration of Public Relations (available official designated for public relation work; effective public relation with parents, government entities...)
- Internal Quality Assurance System (available body in the institution task to focus on the continuing improvement; close coordination between academic and administrative offices; local and international linkages...)

THANK YOU FOR LEARNING WITH ME!