

COMPLIANCE AND INSTITUTIONAL ASSESSMENT

Wis. Stats. 38.50
EAB 2.03 (Rev. 3/16)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD
431 CHARMANY DRIVE, SUITE 102
MADISON, WI 53719
(608) 266-1996

I. GENERAL SCHOOL INFORMATION

1. School: _____

2. Date of Visit: _____

II. VISIT INFORMATION

3. Type of Visit:

Comprehensive Annual New Other

4. Reviewer(s): _____

5. Facilities:

Tour Conducted Certificate of Occupancy Fire Inspection Report

6. Obtain:

School Catalog Enrollment Contract Advertising Other _____

III. STUDENT RECORDS SYSTEM REVIEW

Yes No

New Students: _____

Refunds: _____

Graduates: _____

IV. PERSON(S) INTERVIEWED

Owner/Director/Administrator: _____

Instructor(s): _____

Student(s): _____

Advisory Committee Member: _____

Employer(s): _____

Graduates(s): _____

V. INSTITUTIONAL PLAN

Yes No

Does the school have a 2 - 5 Year Planning Cycle?

Are all components integrated into one system?

Are metrics defined and student outcomes data used for accountability?

Are the institutional plan's goals evaluated quarterly and annually updated using student outcomes data?

Comments: _____

VI. MISSION-DRIVEN SCHOOL

- Yes No
- Does the school's mission clearly identify an employment objective or continuing education benefit for students?
- Does the mission drive program development, student assessment, program evaluation, and institutional self-improvement?

Comments: _____

VII. ADMISSIONS

- Yes No
- Do the school's admission requirements help in student selection and retention?
- Has the school tried to increase student retention?
- Do the interview and enrollment processes establish a "good fit?"
- Is the school's advertising truthful and is the recruitment of students fair?

Comments: _____

VIII. CURRICULUM

- Yes No
- Does the school's written curriculum accomplish its mission?
- Do program(s) meet industry standards/need and how does the school know?
- Does the school and its faculty update curricula using feedback like student satisfaction, industry standards, employer satisfaction, graduate follow-up data, and latest research?
- Do employers judge school's graduates as prepared and qualified?

Comments: _____

IX. FACULTY/INSTRUCTORS

- Yes No
- Do the school's instructor recruitment, selection, orientation, and evaluation processes ensure the school has quality instructors/teachers?
- Does the school involve instructional personnel in evaluating student learning and program effectiveness?
- Is there a clearly defined school faculty development process?

Comments: _____

X. STUDENT SERVICES

Yes No

- Are students able access adequate advising, counseling, and placement services so students benefit fully from the instructional program?
- Is there a student complaint process? Is it used and what are the results?
- Does the school's "career services" help graduates secure employment?

Comments: _____

XI. FINANCIAL SOUNDNESS AND STABILITY

Yes No

- Is there systematic process for financial planning and budgeting?
- Does the school budget its Institutional Plan and its goals?
- Does the school annually undergo an audit by a certified public accountant/accounting firm?

Comments: _____

XII. FACILITIES

Yes No

- Do the facilities, workspace and equipment comply with local fire, building, health, and safety regulations?
- Is the school adequately equipped so students achieve the school's program objectives?

Comments: _____

XIII. ADVISORY COMMITTEE/EMPLOYERS

Yes No

- Does the school's advisory committee ensure its programs are up-to-date, meet industry standards, and satisfy employers?
- Does the school regularly collect data from employees about its graduates' competence in the work place?
- Has the school institutionalized using advisory committees and employer feedback to improve the school, its programs and its instruction?

Comments: _____

XIV. SCHOOL AND PROGRAM EVALUATION

Yes No

- Does the school know students are learning?
- Are students satisfied with the program, instructors and the school's administration and how does the school gather and use this information?
- Does the school know employers are satisfied with the graduates' work place competence?
- Does the school systematically gather data about its effectiveness and use it to improve?

Comments: _____

XV. STRENGTHS

XVI. AREAS NEEDING IMPROVEMENT

XVII. ACTIONS REQUIRED

