Effective Administrative Involvement:
The role of institutional research, the university liaison officer and administrative staff

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Overview

- Accreditation Process
- The role of the Accreditation Liaison Officer
- Preparation for accreditation team visits
- Roles and Attitude of University Staff
- Institutional Research at Tufts
- Institutional Research & Accreditation
Accreditation Process

- Self-Study
- An on-site evaluation – Team Visit
- NEASC Commission Review and Action
  - The Commission reviews the self-study, the team report, and any response an institution may make to its report. It also meets with the chief executive officer of the visited institution and the team chair. In addition, in keeping with federal regulations, the Commission seeks and considers third party comment regarding each evaluated institution. With this information, the Commission takes action on each institution’s accreditation status.
- 5 Year Interim Report
Accreditation Liaison Officer

- Appointed by the chief executive officer (CEO) of each affiliate institution
- Full-time professional staff member with an institutional perspective, visibility on campus, and an interest in accreditation
- Serves at the pleasure of the CEO and does not replace the CEO as the Commission’s official point of contact
Functions of the Accreditation Liaison Officer

- Serves as the liaison between the NEASC Commission and the institution, particularly during the self-study and evaluation process.
- A source of information on the campus about accreditation and the institution’s accrediting agencies.
Duties of the Accreditation Liaison Officer

- Provides an identified place on campus where information can be disseminated & questions answered about accreditation
- Interprets for the institution the policies & procedures of the Commission
- Calls attention to matters that are applicable to the institution, particularly when the Commission adopts or revises policies
- Undertakes the institution’s accreditation planning
- Assures the logistics of accreditation are accomplished
- Serves as chair or resource person for self-study
Duties of the Accreditation Liaison Officer (cont.)

- Coordinates preparations for evaluation visits
- Oversees follow-up studies resulting from the evaluation
- Maintains a file of all accreditation material
- Attends the Annual Meeting of the Association and additional meetings of liaison officers in order to receive information and to participate in policy developments
- Prepares the institution’s annual report to the Commission
- Notifies the Commission in advance of substantive changes that are planned by the institution
Preparation for Accreditation Team Visit

- Institution selects its specific visitation dates (Sunday afternoon to Wednesday afternoon)
- Institution discusses with the Commission staff general requirements for the visiting team
- Commission staff proposes to institution’s president a team chair & team members
- Institution reviews the proposed team and comments, however, Commission reserves the right to select chair & visiting team
Prior to the Visit

- Identify institutional contact person
- Identify accommodations for the visiting team
- Reserve space on campus that will be used during the team visit
- Alert key university personnel of the dates of the visit
- Make travel arrangements for team members
- Set-up the team’s on-campus workroom
Prior to the Visit

- Schedule meetings for team members with various members of the university community
- Make arrangement with catering for various events – opening dinner, lunches with faculty & students, team dinners
- Create a master schedule of team’s activities
- 6 weeks prior to visit, send materials to visiting team – self-study, CIHE data forms, financial statements, course catalog, faculty handbook, student handbook, recruitment materials
Preliminary Visit

- 3 to 6 months prior to the evaluation visit, the chair is expected to make a preliminary visit (usually 1 day)
  - Institution provides materials to chair
  - Institution learns of team’s needs
  - Establish overall plans for the visit
  - Allows chair to become familiar with the institution and its personnel
  - Logistics of the visit are discussed
During the Visit

- Finalize team member’s schedule
- Insure that team members have everything that they need
- Be prepared to schedule additional meetings for team members with additional institutional personnel
- Arrange for a campus tour
- Arrange to have escorts available to take team members from office to office
- Be prepared to deal with the unexpected
The Role of University Staff

- Faculty, staff & students should be prepared to help with the preparation of the self-study.
- During visit, university personnel should make themselves available to meet with the visiting team.
- University personnel should be candid – presenting an accurate picture of the institution – identifying both strengthens and challenges.
- University personnel should be open to recommendations from the visiting and view it as an opportunity to continually improve the educational enterprise.

Office of Institutional Research, January 06
Tufts Office of Institutional Research

- Provide information to senior administrators
- Serve as a research resource to the University community
- Consult on survey construction, as well as, design & execute projects
- Completes program evaluations, marketing research & outcomes assessments
- Produce the University Fact Book & oversee completion of various external reports
Staff Composition

- Executive Director
- Assistant Director
- 3 Research Analysts
- Institutional Research Coordinator
- Undergraduate and Graduate Research Assistants
Institutional Research & Accreditation

- Executive Director serves as Liaison Officer
- Executive Director co-chaired Self-Study Steering Committee
- Executive Director wrote the 5-year mid-evaluation report
- Completes annual report
- Completes CIHE Data Forms, required to be submitted with the self-study
  - 5 years of data regarding enrollment, degrees awarded, faculty, and finances
Institutional Research & Accreditation

- Provides support to the self-study working groups/committees
- Provides support with institutional planning, evaluation, and assessment efforts
- Provides support in identifying and assessing institutional effectiveness measures