NASPAA ACCREDITED

The Commission on Peer Review & Accreditation

Session 5:
2:40pm-4:00pm
The Accreditation Review Process

Session Facilitators

RaJade M. Berry-James, PhD
Associate Professor
North Carolina State University
School of Public and International Affairs
Campus Box 8102
Raleigh, NC 27695-8102
Email: rmberryj@ncsu.edu
Phone: 330-519-7519

Calvin C. Johnson, PhD
Visiting Professor
Bowie State University
Management, Marketing and Public
Administration
14000 Jericho Park Road
Bowie, MD 20715-9465
Email: ccjohnson@bowiestate.edu
Phone: 301-455-2047

Facilitators' Bios

RaJade M. Berry-James, PhD	Calvin C. Johnson, PhD

• **NC State University, School of Public and International Affairs**
• **Associate Professor**
   — **MPA Capstone, Social Equity, Cultural Competence, Program Evaluation**
• **NASPAA Executive Council**
• **NAPA Fellow**
• NASPAA Committee on Diversity, Equity & Inclusion (DEI)
• Chair of COPRA, NASPAA
	• **Visiting Professor, Bowie State University**
	   — **Public Policy Analysis, Evaluation Research**
	• **Deputy Assistant Secretary, Research, Evaluation and Monitoring (HUD)**
	• University of Pennsylvania
	• Executive Office of the Mayor, District of Columbia
	• The Urban Institute
	• PhD, University of MD

Overview

- Discuss **BREAKOUT ROOMS**:
  - Two Groups
    - **5A Initial Accreditation** with Calvin Johnson
    - **5B Reaccreditation** with Jade Berry James
- Discuss assessment readiness and mechanics of the assessment process
- Discuss the accreditation review process for programs seeking accreditation or reaccreditation
- Discuss strategies to assist site visit team

Visual Roadmap

Prerequisite Phase

Eligibility Phase: Year 1

Self-Study Phase: Year 2

Accreditation Cohort: Year 3

Accreditation Decision: July

- Become a NASPAA Member
- Attend Accreditation Institute

- **April 15 or August 15: Submit Eligibility Application**
- Receive Response from COPRA

- Gather data for Self-Study Report
- **August 15: Submit Self-Study Report**

- Receive and Respond to Interim Report
- **March:** Host Site Visit

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Questions on the Process?

- Use the **CHAT FEATURE** to share questions, worries, concerns ABOUT THE MECHANICS OF THE ACCREDITATION PROCESS

- Facilitators will choose a variety of questions or concerns to address from the **CHAT**

ARRIVE 3:00PM:
Go To Breakout 5A or 5B

WORKSHOP

Accreditation Institute | Session 5: The Accreditation Review Process

Calvin Johnson, PhD
Bowie State University

RaJade Berry-James, PhD
North Carolina State University

🕐 2:40 PM - 4:00 PM EDT

ASSESSMENT

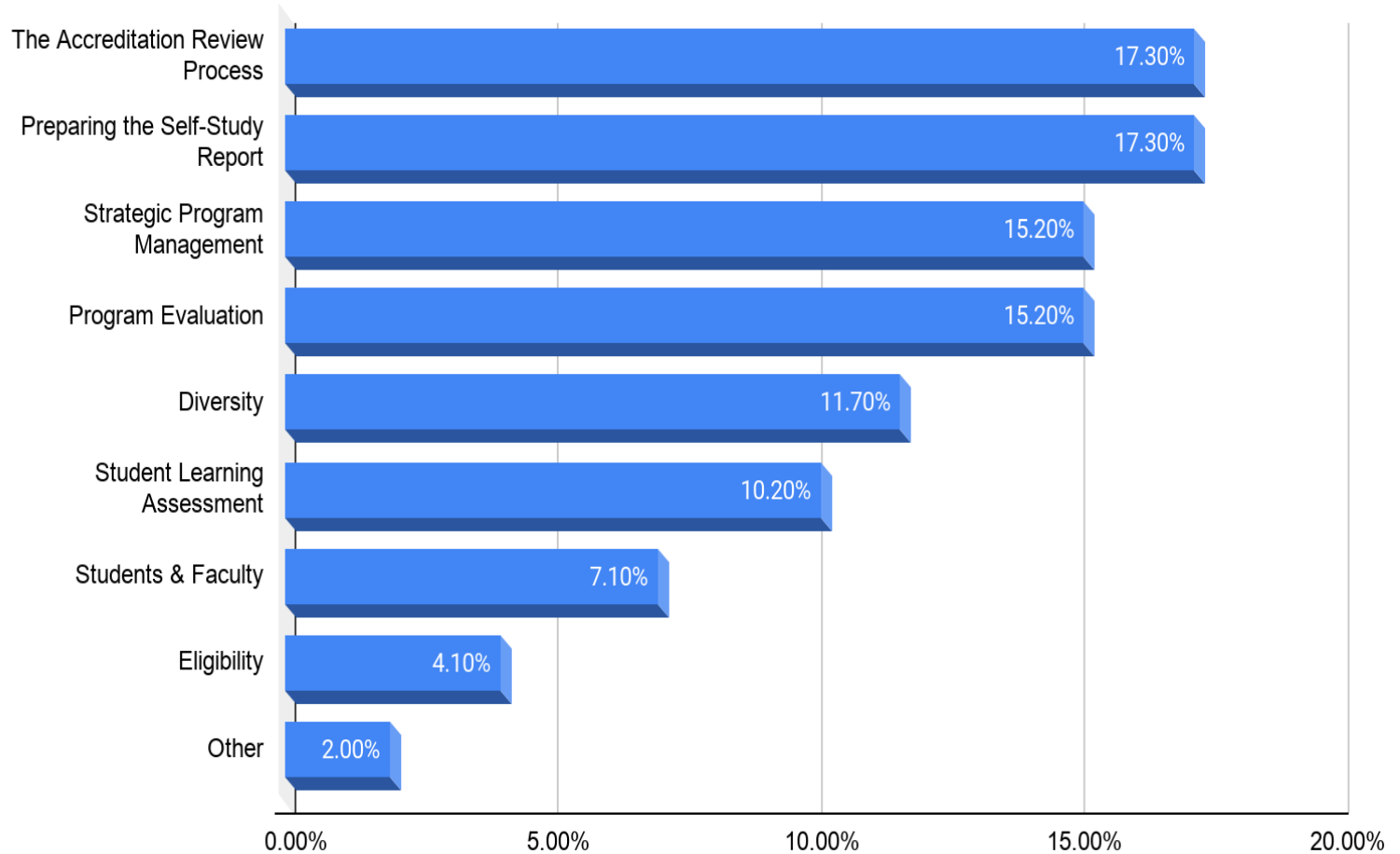**BREAKOUT ROOMS** 5A Initial Accreditation
5B Reaccreditation

Visual Roadmap

Prerequisite Phase

- Become a NASPAA Member
- Attend Accreditation Institute

Eligibility Phase:
Year 1

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Self-Study Phase:
Year 2

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Accreditation Cohort:
Year 3

- Receive and Respond to Interim Report
- **March:** Host Site Visit
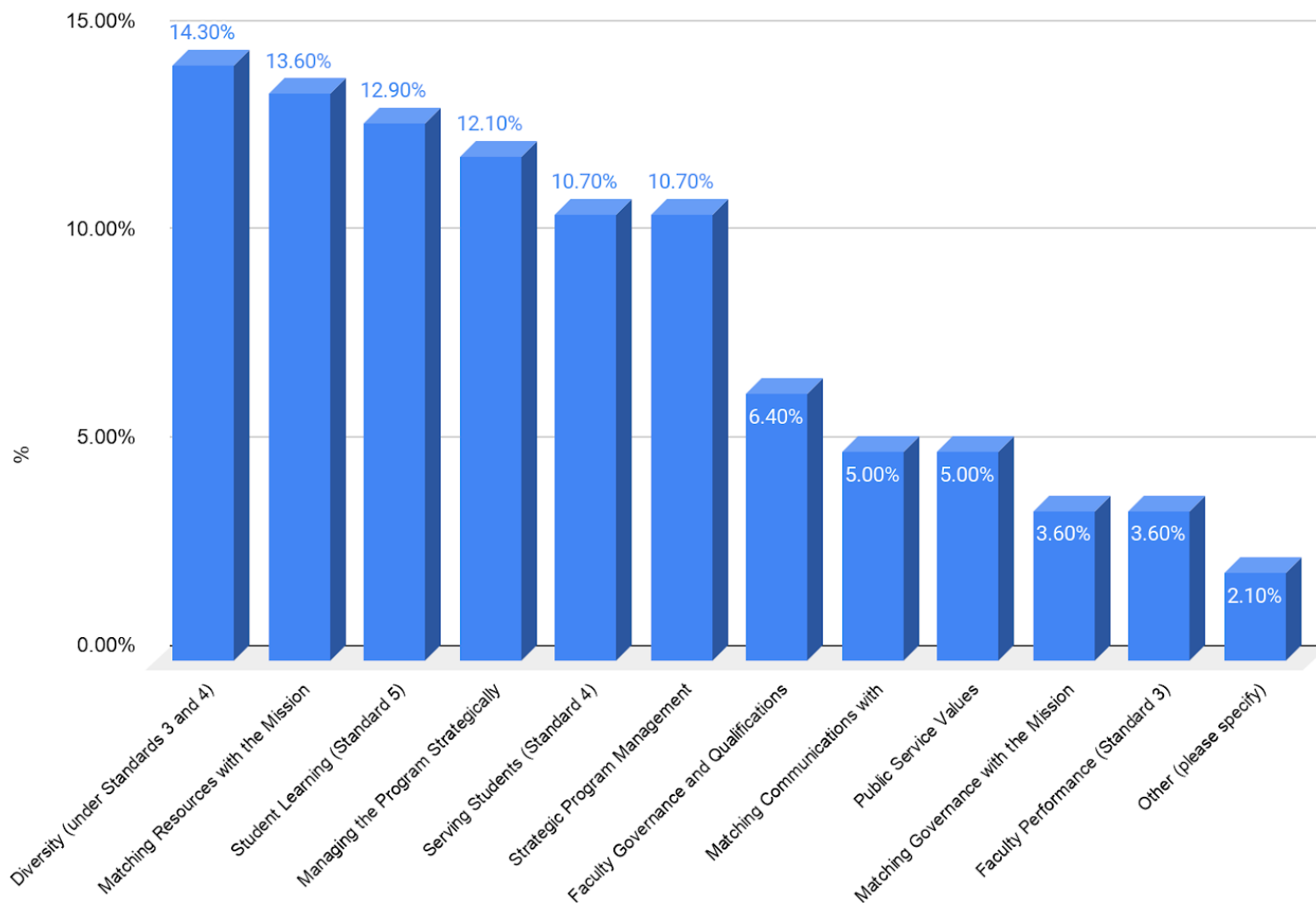
Accreditation Decision: July

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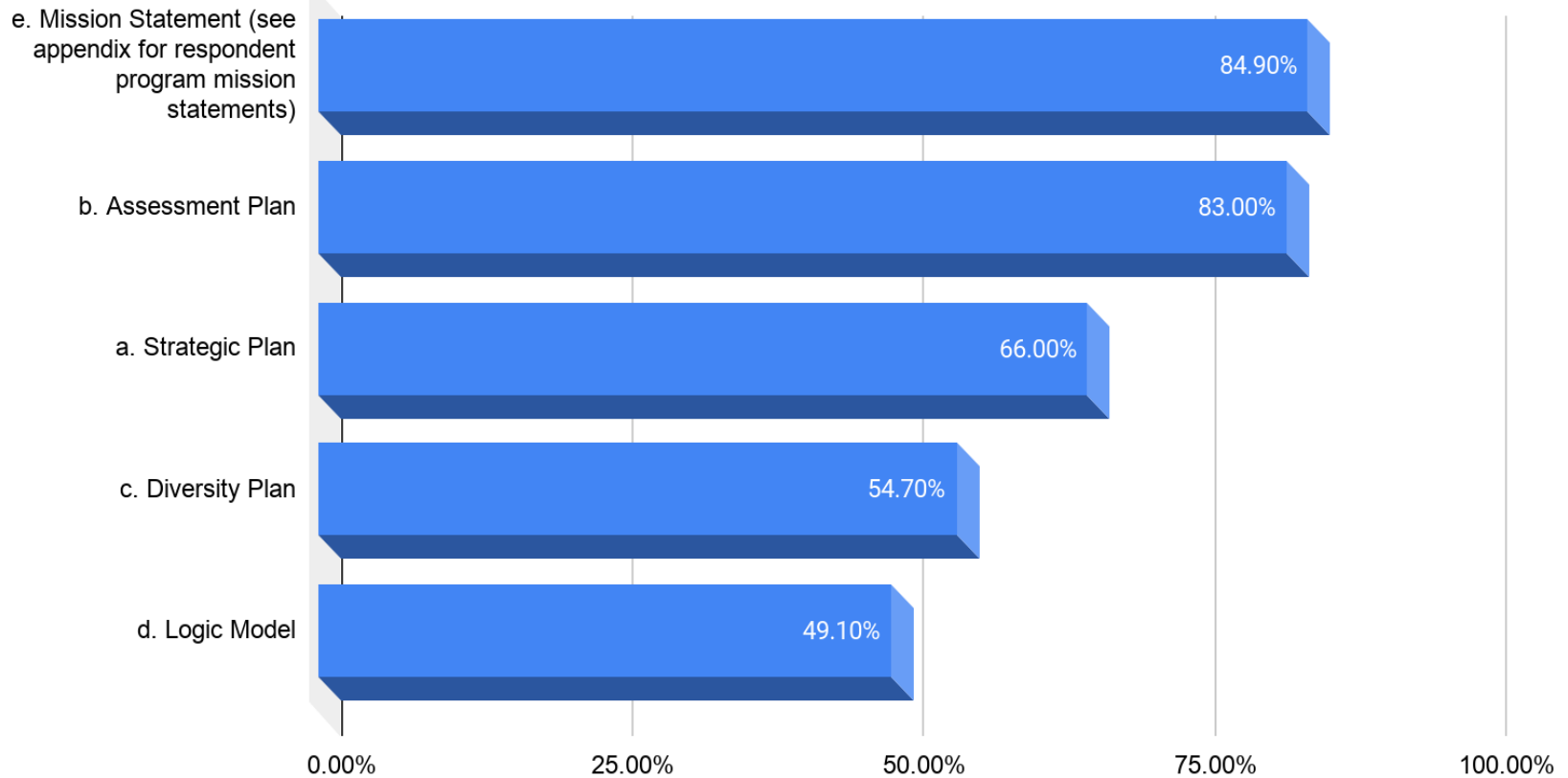
Topics of Interest

Topic	Percentage
The Accreditation Review Process	17.30%
Preparing the Self-Study Report	17.30%
Strategic Program Management	15.20%
Program Evaluation	15.20%
Diversity	11.70%
Student Learning Assessment	10.20%
Students & Faculty	7.10%
Eligibility	4.10%
Other	2.00%

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What aspect of accreditation causes your program the most concern?

Which of the following documents does your program currently have (check all that apply)?

Document	Percentage
e. Mission Statement (see appendix for respondent program mission statements)	84.90%
b. Assessment Plan	83.00%
a. Strategic Plan	66.00%
c. Diversity Plan	54.70%
d. Logic Model	49.10%

Preparing for the Self Study

- Wide-spread institutional support for (re)accreditation?

- Necessary data?

- Strategic processes?

- Student learning assessment?

- Workload plan – writing, editing SSR?

- Institutional approval and payment?

Are you Accreditation Ready?

1. Do you have STUDENT DATA as evidence of your ongoing program assessment?
2. Do you have FACULTY DATA as evidence of ongoing program assessment?
3. Do you have DIRECT ASSESSMENT data as evidence of student learning?
4. Do you have a PLAN to create a climate of inclusion and do you have diversity DATA?
5. Do you have DATA on faculty research, teaching, and service that supports your program mission?
6. Do you have a DIVERSITY PLAN, an ASSESSMENT PLAN, and a LOGIC MODEL?
7. Do you have a written STRATEGIC PLAN to help you manage your program?
8. Do you have a written PROGRAM PLAN to show your ongoing assessment of Standards 2 thru ?
9. Do you have a CURRICULUM MAP to show how your courses contribute to student learning outcomes?
10. Do you strategically review and update your mission, performance and plans with key stakeholders?

Are you Accreditation Ready?

Are You Accreditation Ready?

Scale	Metric Definition
4	I know we have already done/developed/addressed this item.
3	We haven't already done this but we know it is coming and we know how we're going to do/develop/address this item.
2	We haven't done this and we don't yet know how we're going to address this item.
1	I have no idea if we have addressed this or not.
0	I didn't even realize we would have to do this...

27 – 36 = You're off to a good start
18 – 26 = You have some catching up to do
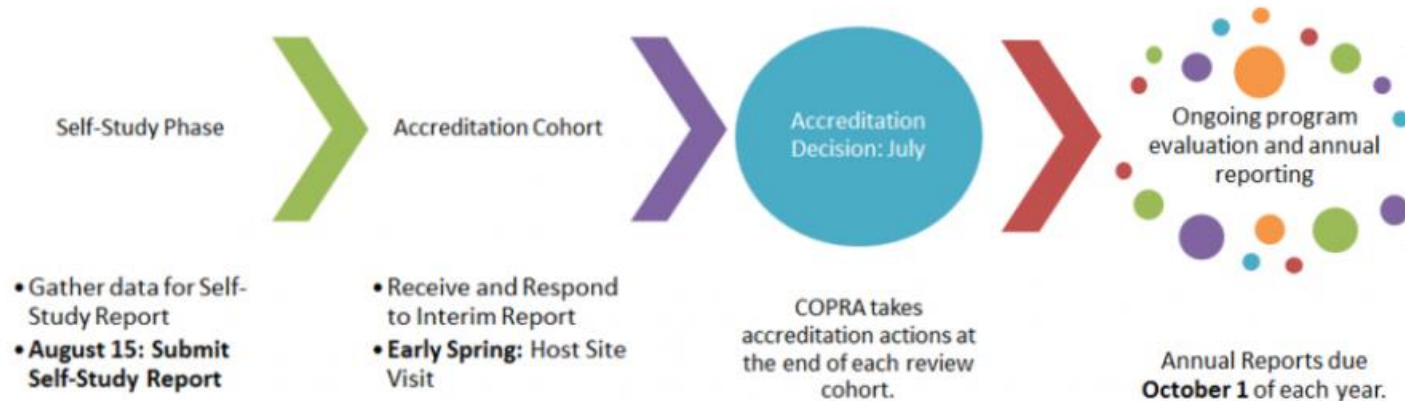**<18 = You may not be ready**

Student Learning Assessment

- Written Assessment Plan

- Assess at least 3 competencies

  - Define Five Universal Competencies

  - Gather Evidence

  - Analyze Evidence

  - Use Evidence to improve program, make changes or confirm program outcomes

- Confirm that you've closed the loop!

Strategic Management Processes

- Mission Review is the process for widespread involvement of stakeholders;

- Logic modeling connects available resources to planned activities and desired results;

- Strategic Plan not required but you will need to document program goals & objectives, identify how public service values are linked to your mission, discuss how you evaluate your program given your mission.

Phases of the Accreditation Process

Self-Study Phase

- Gather data for Self-Study Report
- **August 15: Submit Self-Study Report**

Accreditation Cohort

- Receive and Respond to Interim Report
- **Early Spring:** Host Site Visit

Accreditation Decision: July

COPRA takes accreditation actions at the end of each review cohort.

Ongoing program evaluation and annual reporting

Annual Reports due **October 1** of each year.

Accreditation | **Preconditions**

A program applying for accreditation review must demonstrate in its Self-Study Report that it meets four preconditions. Because NASPAA wants to promote innovation and experimentation in education for public service a program that does not meet the preconditions in a strictly literal sense, but which meets the spirit of these provisions, may petition for special consideration.

Program Eligibility: because an accreditation review is a program evaluation, eligibility establishes that the program is qualified for and capable of being evaluated.

Public Service Values: the mission, governance, and curriculum of an eligible program shall demonstrably emphasize public service values.
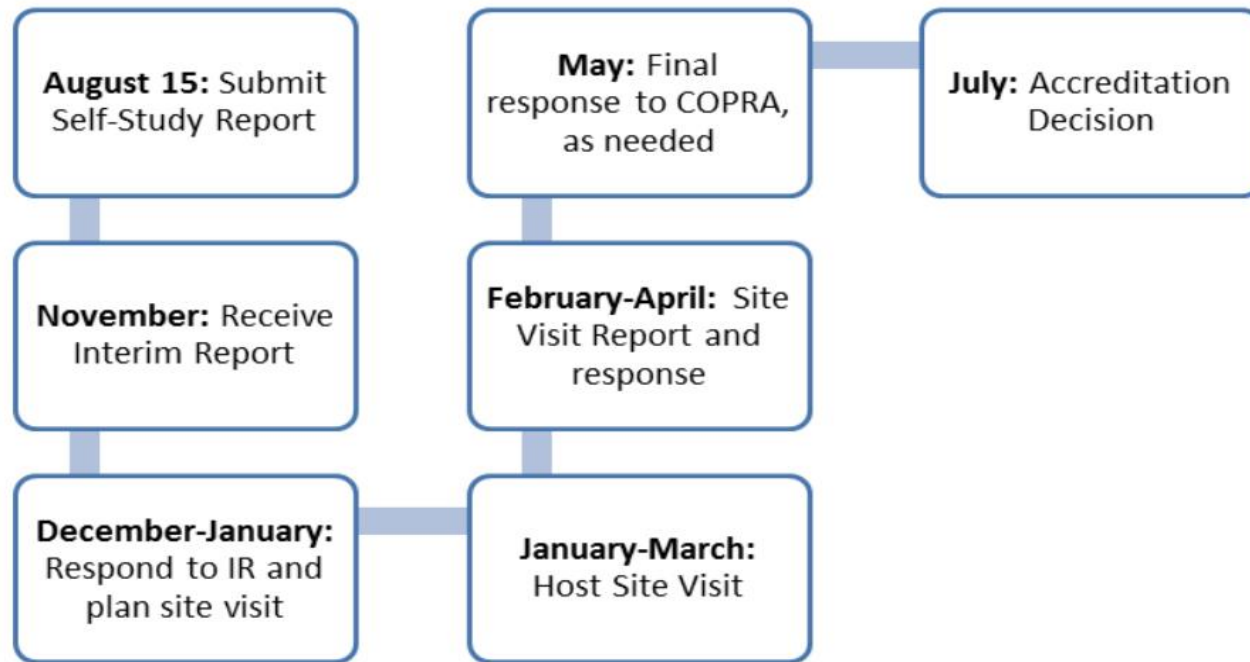
Primary Focus: the degree program's primary focus shall be that of preparing students to be leaders, managers, and analysts in public service, specifically the professions of public and nonprofit affairs, public administration, and public policy and only master's degree programs engaged in educating and training professionals for the aforementioned professions are eligible for accreditation.

Course of Study: students should interact and collaborate extensively with faculty and each other, engage in hands on collaborative work, be socialized into the norms and aspirations of the profession, and be able to develop their interpersonal and communication skills through ample faculty observation and feedback.

Accreditation | **Prerequisite Phase**

- Become a NASPAA Member

- Attend the Accreditation Institute

- Examine the self-study report instructions, the assessment processes needed to complete the self-study, and each of the data points required for the self-study

- Establish a clear connection between the accreditation process and your program's strategic initiatives

- Determine if you have five or more years of student data and one year of faculty data (self-study year)

- Before starting the accreditation process, ensure that you have examined and understand your school's processes requirements as well as the data/evidence submission requirements

- Notify NASPAA that you intend to pursue accreditation and request any information that you may need

Accreditation Review Process

August 15: Submit Self-Study Report

November: Receive Interim Report

December-January: Respond to IR and plan site visit

January-March: Host Site Visit

February-April: Site Visit Report and response

May: Final response to COPRA, as needed

July: Accreditation Decision

Eligibility Phase |Year 1

- Complete an Eligibility Application and submit by **April 15** or **August 15**

- COPRA will review the application against the NASPAA Preconditions for Accreditation Review and determine whether the program is prepared to move forward to self-study.

- Programs will provide:
  - Basic program information (Name and Contact Information)
  - Institutional Accreditation Information
  - Program's Mission Statement
  - Program Values as related to the Mission Statement
  - Description of faculty and student diversity
  - Summary of program focus in preparing students for employment
  - Program Characteristics (data on full- and part-time students, population served, Pre-service vs. In-Career, credit hours, etc.)
  - Capacity to Evaluate (history of program, number of full-time faculty, current program evaluation, and resources available to sustain the program)

Self-Study Phase |**Year 2**

- Up to 3 years after eligibility application is reviewed, program gathers self-study data and can request an eligibility counselor to provide support early on.

- **By August 15**, program submits self study report that addresses conformance to 7 Standards

    - **Standard 1: Managing the Program Strategically** addresses the mission of the program, performance expectations, and program evaluation.

    - **Standard 2: Matching Governance with the Mission** examines administrative capacity and faculty governance.

    - **Standard 3: Matching Operations with the Mission: Faculty Performance** examines faculty qualifications, faculty diversity and faculty research, scholarship & service.

    - **Standard 4: Matching Operations with the Mission: Serving Students** examines student recruitment, student admissions, support for the students, student diversity.

    - **Standard 5: Matching Operations with the Mission: Student Learning** examines universal, mission-specific required, mission-specific elective and professional competencies.

    - **Standard 6: Matching Resources with the Mission** examines the adequacy of program resources.

    - **Standard 7: Matching Communications with the Mission** examines appropriate and current information about the program mission, policies, practices, and accomplishments.

Accreditation | **Mechanics**

- In addition to the SSR, COPRA expects the following documents (at minimum):
    - A Diversity Plan
    - An Assessment Plan
    - A Logic Model

- Other documents that programs have found very useful:
    - Strategic Plan
    - Program Evaluation Plan showing how the program engages in ongoing assessment of Standards 2 through 7
    - Curriculum Map

    Note: Several programs have made available **Peer Examples**, https://www.naspaa.org/accreditation/standards-and-guidance/peer-examples

Accreditation Cohort |Year 3

- Receive Interim Report (November)

- Respond to Interim Report (December/January)

- Work with COPRA liaison, Site Visit Chair

- Host Site Visit (January thru March)

- Site Visit Report and Response (February thru April)

- Final Response to COPRA (May)

- Accreditation Decision (July)

Accreditation Cohort
Site Visit Team Meetings

- Program faculty, Visiting/Adjunct Faculty
- Students, Graduates
- Advisory Board(s)
- Assessment Staff/Other Support Staff
- Chairs, Deans, Chief Academic Officer
- Career Counselors
- Internship Advisors, Internship Supervisors
- Other COPRA-requested meetings

Accreditation Cohort
The Site Visit

- **A few weeks prior**: Site Visit Chair, Program Director agree on itinerary
  - Be prepared to be flexible
  - Videoconference may be around or a while

- **January – March**: Site Visit
  - Documents, records, EVIDENCE
  - SVT workspace

Accreditation Cohort
The Report

- **1 month after SV**: Chair posts draft Site Visit Report in NASPAA Data Center
  - Programs may only correct errors of fact

- **1 – 2 months after SV**: Final Site Visit Report loaded in NASPAA Data Center
  - Program response (May)

Accreditation Decision
The Process

- **June**: COPRA Summer Meeting
  - Document review
    SSR, Interim Report, response to IR, SVR, response to SVR
  - Liaison and "group of 3" make initial recommendation
  - Full Commission reviews, discusses, determines final action

Accreditation Decision |Final Action

Re-Accreditation
• Accredited 7 years, no monitoring*
• Accredited 7 years with monitoring*
• Accredited 1 year
– Letter to program outlines areas of concern, nonconformance
– Program must respond
– Second SV (perhaps abbreviated) may be required
• Denial of Accreditation

Accreditation
• Accredited 7 years, no monitoring
• Accredited 7 years with monitoring
• 1 or 2 year deferral
– Letter to program outlines areas of concern, nonconformance
– Program submits second Self-Study Report
– Second Site Visit
• Denial of Accreditation

*Fewer years if program has had a delay

Self Study Reports

- **Binghamton University** (**Appendices**) (2013-14 cohort)
- **College of Charleston** (2013-14 cohort)
- **The University of Georgia** (2014-15 cohort)
- **The University of Texas at Austin** (**Appendices**) (2012-13 cohort)
- **University at Albany, SUNY** (**Appendices**) (2016-17 cohort)
- **University of Minnesota** (**Appendices**) (2013-14 cohort)
- **University of New Orleans** (**Appendices**) (2012-13 cohort)
- **University of Washington** (**Appendices**) (2013-14 cohort)
- **University of North Dakota** (2018-19 cohort)

Source: NASPAA Peer Assessment Plans, https://www.naspaa.org/accreditation/standards-and-guidance/peer-examples

Relevant Resources

- *NASPAA Official Standards & Policies: https://www.naspaa.org/accreditation/standards-and-guidance/official-standards-policy*
  - *Why Seek Accreditation? https://www.naspaa.org/accreditation/why-seek-accreditation*
  - *Eligibility Application https://www.naspaa.org/accreditation/accreditation-step-step/eligibility-process*
  - *Self-Study Instruction https://www.naspaa.org/2019-self-study-instructions-released*

Congratulations
You're Accreditation Ready!

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