
Accreditation Data Collecting and Verification



1

Accreditation system

2

Looking up for Accreditation Information

3

**Process of Collecting and Verification
Accreditation Data**

4

Case Study



PART 1 Accreditation system

| Meaning



Accreditation System

Meaning



Accreditation is a process of external quality review created and used by higher education to scrutinize colleges, universities and programs for quality assurance and quality improvement. And, accreditation is a trust-based, standards-based, evidence-based, judgment-based, peer-based process. (Eaton,2015)

In other words, the quality of a higher education institution/program is judged through accreditation, including peer review method, systematically collecting accreditation documents and comparing with the accreditation criteria.

ACCREDITATION

PART 2 **Looking up for Accreditation Data**

Accreditation Information

**Reading Accreditation Data
Before On-Site Visit**

Collecting Evidence of Accreditation



Accreditation Data

Before On-Site Visit

During the on-site visit



Self-assessment report and basic statistical data



Implementation plan and on-site visit manual



The responses to matters awaiting clarification



Information of on-site visit

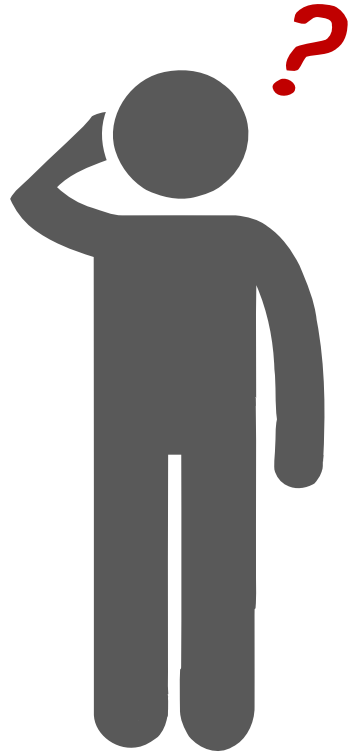
Presentations, written materials, interview with faculty, staff and graduates, and facilities tour, etc.



The responses to further matters awaiting clarification

Depending on whether reviewers proposed any clarification.

Collecting Evidence of Accreditation(1/4)



Evidence of Accreditation

Compare and verify the practical information collected through on-site review, interviews, observations and the objective information.

Collecting Evidence of Accreditation(2/4)



The Source of Accreditation Evidence

- ✓ Self-assessment report and basic statistical data
- ✓ The responses to matters awaiting clarification
- ✓ Information of on-site visit, including presentations, written materials, interview with faculty, staff and graduates, and facilities tour, etc.



Collecting Evidence of Accreditation(3/4)

1 Prepare properly in advance

- ◆ Prepare questions
- ◆ Choose interviewees

2 Create suitable circumstances for interview

- ◆ Draw up outline and the order of interview in advance
- ◆ Be careful to gestures, intonation, speed of speaking, etc.
- ◆ Create a harmonious atmosphere and concentrate on listening to the explanations and responses of personnel
- ◆ Pay attention to the timing of interrupting the conversation

3 Use of skills in questioning

- ◆ Draft the expected answers to the question and follow-up questions
- ◆ Listen and stay neutral

4 Control the Situation of interview

- ◆ Avoid excessive self-expression and sense of excellence
- ◆ Don't run out of time



**Evidence Formation of Accreditation
– Effective Interviews**

Collecting Evidence of Accreditation(4/4)

Formation of Accreditation Evidence - Careful observation

1

- ✓ Understand the type of situation observed

Collect evidence without disturbing the school situation

2

- ✓ Properly consider the reliability and validity of the observation method

Reliability – consistency of observation

The similarity of result from different observer in the same situation. Such as, insufficient safety labeling at the experimental site.

Validity - accuracy of observation

Because the validity of observation method is lower, it must be supported by other evidence to improve its validity. Such as, rate of library usage.



PART 3 **Process of Collecting and Verification Accreditation Data**

Written standard of Collecting and Verification

Written format and content of report

Terms used of referencing in the report

Elements of referencing in the report

Fault of quotation in the report



Written standard of Collecting and Verification



Written format and content of Report

01

General Description and Characteristics

- Present evidences by factual findings, qualitative and quantitative data (such as self- assessment reports , observations during the on-site visit, digital data, meeting and interview, etc.)
- Panel's professional opinions

Advice for future development

04

- Any advice regarding to institution/ program's governance and management
- Not connected with the final accreditation status

- Format of On-site Visit Report
- Four Parts in each Standard

02

Matters to be Improved

- Problems, challenges

Suggestions

03

- Suggestions or recommendations for improving
- In compliance with the 2nd Part

Terms used of referencing in the report

1 Write in a friendly and constructively manner

2 Write precisely and avoid using ambiguous words

3 Avoid the indicative or imperative usage of words

4 The suggestions should maintain consistency with the previous ones

Example of matters to be improved

There are 8 classes in the bachelor's degree. 6 of the 9 full-time teachers serve as administrative staff and they are also in charge of teaching and counseling work, which affects the time and effectiveness of their research.

Example of suggestions

It is suitable to reduce the number full-time teachers who also serve as administrative staff, and to reduce the workload of teaching and counseling of concurrently working teachers, so that they can spend more time in improving the level of professional research.

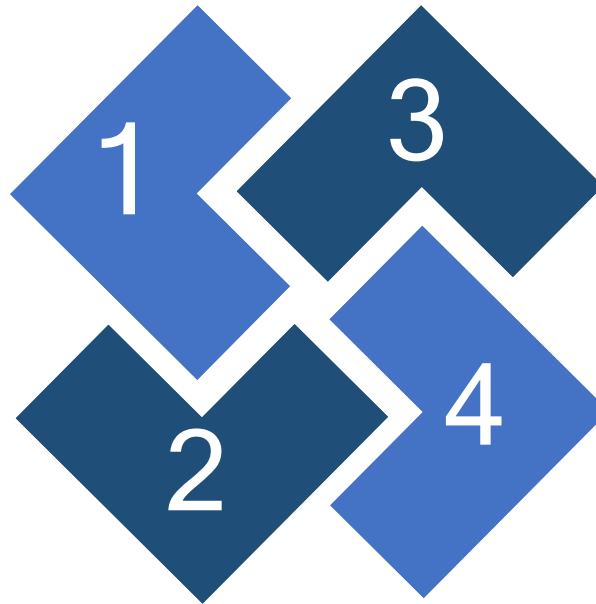
Elements of referencing in the report(1/3)

Context

- Describe the current state of affairs and characteristics

Criteria

- Self-positioning and development goals
- The core indicators and the key point of inspection of accreditation item



Evidence

- Factual information
- Explanatory information

Judgment

- Advantages (characteristics)
- Fault (problem)

Elements of referencing in the report(2/3)

1

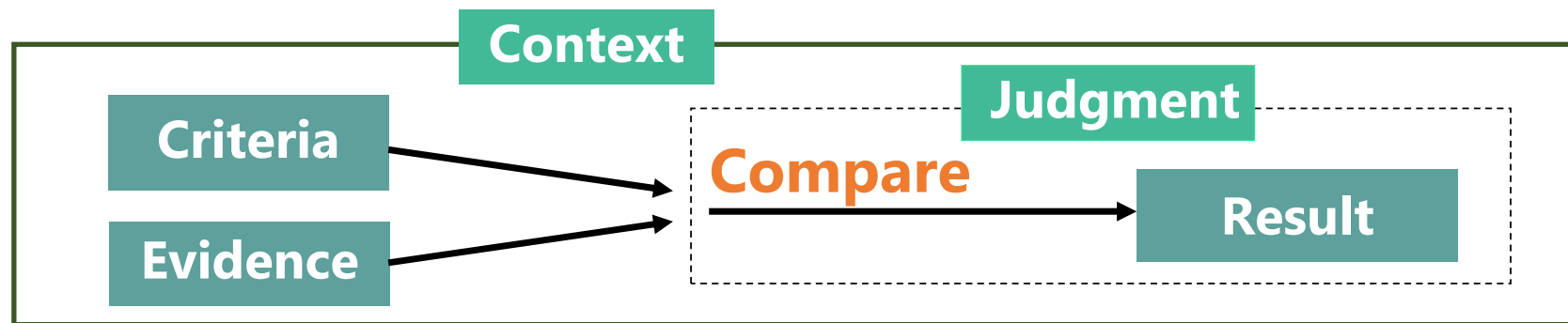
The logic and coherence of the context (current status), evidence, criteria and judgment should be emphasized.

2

Confirm that the Self-positioning or development goals of the interviewed unit has been fully understood and used as the standard for judgment during the visit.

3

The factual and opinion information is used as "evidence", and the position or development goals of the interviewed unit and the effectiveness of the university are considered as "criteria", and the result of professional judgment is based on the comparison between "evidence" and "criteria".



Elements of referencing in the report(3/3)

Suggestions are based on descriptions of current situation and characteristics, evidence and judgments for matters to be improved

Factual situation

Such as administrative staff allocation, resources of teaching and learning, etc.



Propose prescriptive suggestions about factual situation

In accordance with position and development goal through the recruitment of two administrative staff and the purchase of additional learning resources, etc.

Opinion situation

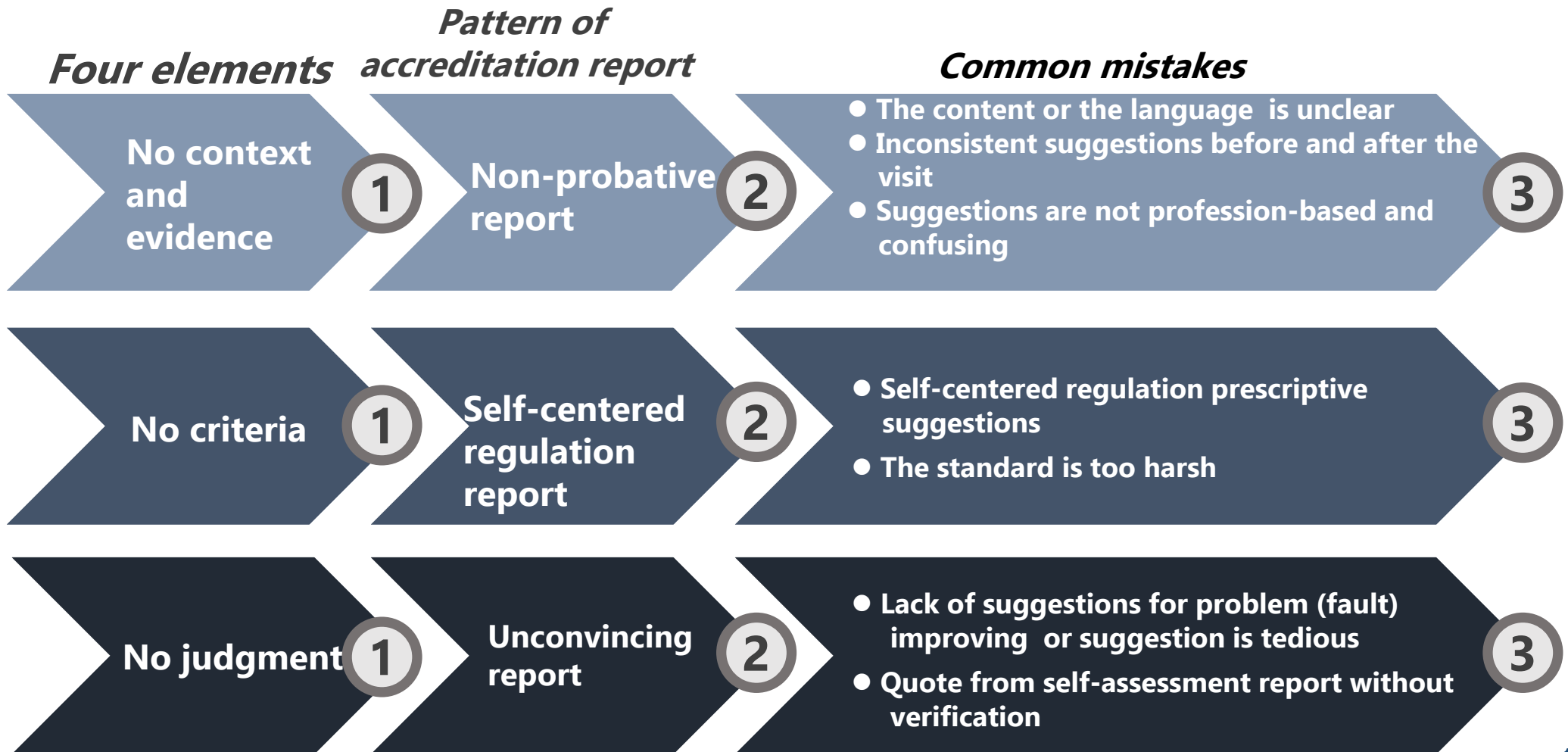
The clarity of position and the relationship between curriculum structure and educational goals.



Propose descriptive suggestions about opinion situation

Explain clearly how the course map should be constructed in order to provide guidance for student.

Fault of quotation in the report



PART 4 Case Study



Case 1

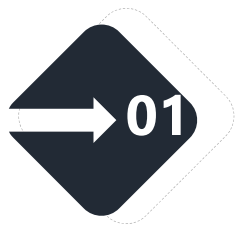
01

If reviewer A wants to know about the design and implementation of the curriculum according to the core indicators 1-2, how can he/she search for and quote the information during the on-site visit ?

Case 1

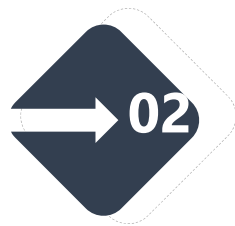
01

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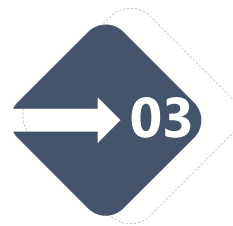
Confirmation of visit criteria

- *Understand the meaning of the indicator according to the key point of inspection*



Propose problem

- *Propose the relevant problem of the indicator*



Look for answers

- *Self-assessment report*
- *Basic statistical data data*



Comparison

- *Comparison of evidence and criteria*
- *Written into the visit report if there is no doubt*
- *Questions awaiting clarification*



Judgment

- *Multiple verification of on-site visit*
- *Corresponding core indicator checklist*
- *Conduct a comprehensive discussion with the panelists and make professional judgments*

Case 1

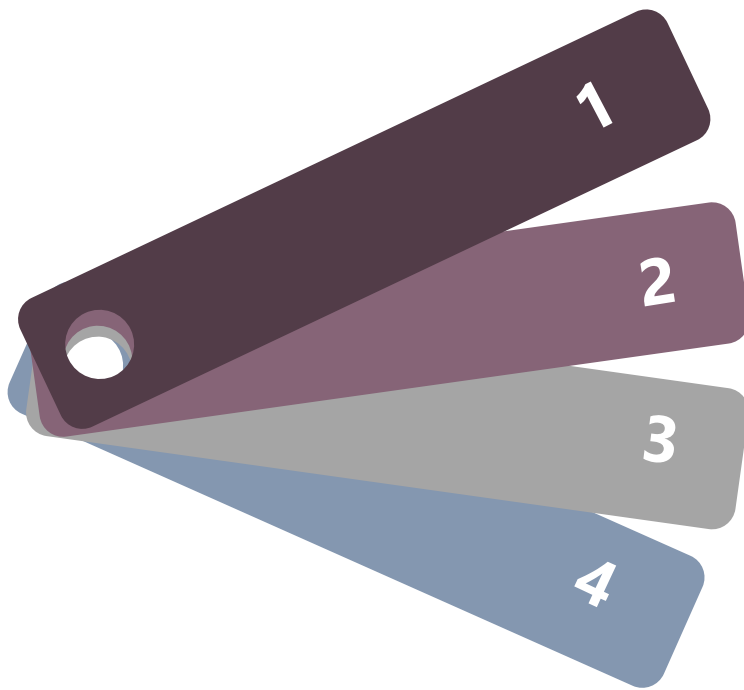
02

If Reviewer B found in the self-assessment report that the students reflect research equipment was out of date, how can he/she verify the reflection and how to reference if it's true?

Case 2

02

If Reviewer B found in the self-assessment report that the students reflect research equipment was out of date, how can he/she verify the reflection and how to reference if it's true?



Before on-site visit

- Examine whether the self-assessment report has relevant information on the age of the research equipment, the funding, or the response of the student's reflection.
- If not, please propose that matters awaiting clarification.



During the on-site visit

- Understand the situation about the teachers and administrators' meeting and discussion with students.
- It's able to verify whether the research equipment is old when visiting the teaching facilities.
- Comprehensively summarize all the information verified, and quote it into the report if it is true.



THANK YOU

