

Institution Contact & Visiting Team Chair Checklist



Institutional Contact _____ **Team Chair** _____ **Check who is filling out form**

(Each person indicated above should fill out a copy of this form)

Pre-Visit Issues:

1. _____ Yes _____ No **Is the Self-Study Report based on the latest version of the Accreditation Handbook?**
2. _____ Yes _____ No **Are all options for each major program included in the accreditation request?**
3. _____ Yes _____ No **Are the accreditation standards applied to each program and program option?**
4. _____ Yes _____ No **Do all programs and program options have appropriate names?**
5. _____ Yes _____ No **Is the Self-Study Report complete and does it follow the required format?**
6. _____ Yes _____ No **Was the Self-Study Report provided to each team member 30 days prior to the on-site visit?**
7. _____ Yes _____ No **Was the Team Visit Agenda developed by the Team Chair & Contact person prior to the visit?**

On-Site Issues:

8. _____ Yes _____ No **Was a private room available to the Team to work during the visit?**
9. _____ Yes _____ No **Was a private telephone available to Team Members in the work room during the visit?**
10. _____ Yes _____ No **Were the names and phone numbers of graduates available to Team Members?**
11. _____ Yes _____ No **Where names and phone numbers of Industrial Advisory Board Members available?**
12. _____ Yes _____ No **Were appropriate text books and curriculum materials on display in the Team work room?**
13. _____ Yes _____ No **Were the standards in partial or non-compliance reviewed by the Team at the exit visit?**

Post-Visit Issues:

14. _____ Yes _____ No **Did each Team Member fulfill their responsibilities in a professional manner?**
15. _____ Yes _____ No **Did the Team Chair send a final draft of the Visiting Team Report to the Institution Head within 45 days of the visit?**
16. _____ Yes _____ No **Was the visit conducted effectively so that procedural problems did not effect the results?**

Note: This Checklist should be completed by the Institution Contact Person and the Visiting Team Chair during the accreditation process. If at any time either individual checks a "no" response they should immediately contact the ATMAE Executive Director or the Chair of the ATMAE Board of Accreditation and report the problem. (It is not necessary to submit this to the ATMAE office.)