

Board of Institutional Reviewers (BIR) Training

Concluding the Site Review
Online BIR Module 4



Goal for BIR Training

To ensure that members of the Board of Institutional Reviewers have the

- Knowledge
- Skills
- Characteristics

necessary to participate effectively in accreditation activities

BIR Training Outcomes

Participants will

- review or learn the knowledge and skills a BIR member needs
- practice use of the skills
- participate in activities related to accreditation system components

Expectations For This Module

Participants will

- Discover what happens after the close of the site visit
- Better understand the responsibilities of a BIR member
- Realize the constraints placed on BIR members

Site Visit Reporting: Team Member roles

- Standards findings and accreditation recommendation
- Report writing
- Report reviewing and editing
- Report contents
- Communication

Site Visit Reporting: CTC Staff roles

- Document
 - editing
 - clarifying meaning with reviewers
 - drafting introduction
 - compiling team member drafts
- Ensuring clearly written stipulations
- Addressing concerns and issues
- Coordinating the exit report process

Team Member Conflict of Interest

- Accreditation is based on a peer review model—using the professional judgment of educators
- Accreditation must have credibility
- To ensure credibility, accreditation must ensure objectivity

Team Member Conflict of Interest

- Conflict of interest
 - can be real or perceived
 - is not only financial
 - can damage the credibility of the accreditation visit and the entire accreditation process
- Within the professional community, there are many interactions – not all are conflicts of interest

What constitutes a conflict?

- A relationship—prior or current—with the institution or a program at the institution
 - Former/Current Employee
 - Applicant for a position or for admission
 - Enrolled in one of the institution's programs
 - Consultant or contractor for the institution
 - Spouse/significant other/family member is an institutional employee

Not So Obvious Possible Conflicts

- Completion of Baccalaureate program
- Participating in a common consortium
- Committees/Professional partnerships
- Having jointly authored research or literature with a faculty member at that institution
- Friendships
- Spouse's/Family members' relationships with the institution

Who is responsible to disclose?

The responsibility to disclose known conflicts of interest rests with

- the individual reviewer and review team
- the institution
- the Commission

The Commission staff takes action, when appropriate, to prevent any possible conflicts of interest prior to the review/visit

Golden Rule of Disclosure

- Disclose any situation or relationship that would make it difficult to render a fair, impartial, and professional judgment about an institution
- Disclose any situation that may result in there being a PERCEPTION of unfairness, bias, or partiality

Ethical Behavior

- Accreditation requires the highest standard of ethical behavior and confidentiality
 - Interviews are held in strict confidence
 - Team deliberations are confidential, not to be shared
 - Details of a review remain confidential forever
 - Decisions are confidential until report is made public
 - Information not contained in the report continues to be confidential forever

Bias in Accreditation

- Do not advance personal agendas in any way
- Examine the facts-don't be influenced by reputation, rumor, or media accounts
- Excuse yourself if you have a known predisposition in any way that results in a prejudice against/for an institution

Bias in Accreditation

- Excuse yourself if you have a philosophical point of view that could impact the results of the review
 - Type of institution (religious, secular, large public institution, small private)
 - Delivery model (traditional, internship, on-line programs)
 - Mission of the institution

Maintaining Objectivity

- Differences between a “*lens*” and a “*bias*”
- Examples of biases that might interfere with a reviewer’s ability to remain objective in the accreditation process
- Lenses may be helpful in promoting objective review

What happens after the visit?

In the weeks after the visit, CTC staff reviews report, makes appropriate, non-substantive edits and finalizes the draft



Report is scheduled (usually prior to the site visit) for a COA Meeting, conferring with Team Leader and Institutional Representatives for available dates

COA Review

- State Consultant reports on the factual aspects of the visit
- Team Lead reports on the results of the visit
- Institutional representatives provide a short response to the visit
- COA asks follow up questions of the Team Leader, State Consultant, and institutional representatives

COA Review

- COA deliberates in public and makes the accreditation decision
- COA *may* decide to accept the team's accreditation recommendation but is *not bound by it*
- Note that while the COA makes its own decision on accreditation, it *cannot* change the team's findings on standards

COA Review

- Formal notification of the action is sent to
 - the President or Superintendent
 - Dean or Director
 - Chair of the Commission
- Any stipulations are stated clearly in the letter with expectations and timelines listed
- Follow-up can be required in any case

Final Report

Is made available on CTC website



Any required follow up is scheduled



A summary of the visit and accreditation decision is included in the Annual Report that goes to the Commission

Appeals

Institution must show that the team or the COA

- demonstrated bias
- acted arbitrarily or capriciously
- contrary to the policies of the *Framework* or procedural guidelines

Two levels of Appeals:

- Appeal of an action of the team (COA)
- Appeal of COA decision (Commission)

The Appeal Process

- The focus of appeals is limited by the provisions of the *Accreditation Framework*
- Appeals may not appeal on the basis of information that was not previously provided to the accreditation team

Bottom Line

This accreditation system only works when a cadre of dedicated professionals are willing to serve in a variety of capacities to help ensure that California educators receive the best possible career preparation.

Thank you for becoming a part of that cadre.

Nuts and Bolts Questions

- When will I be assigned to a site visit team or program assessment review?
- How many reviews will I be assigned to do?
- Who pays for the travel and hotel?
- Who arranges for the travel and hotel?

Nuts and Bolts Questions

- How do I know if I am doing Program Assessment or Site Visits? What if I only want to do one or the other?
- Will I be assigned to the site visit of the same institution where I have been a program assessment reviewer?
- Do I ever contact the institution directly about anything?
- May I accept gifts from the institution?

Nuts and Bolts Questions

- What if I have a last minute emergency or get sick?
- Can I share the institution's documents with others after the review?

Evaluation of Visit

- Your opinions and suggestions as a team member are important
- Each team member and institution completes an evaluation of the visit
- Site visit evaluations will be completed on-line.
- If there is something you do not want to submit in writing, call or email Cheryl Hickey at chickey@ctc.ca.gov

CTC's Evaluation of the Accreditation System

- It is an ongoing evaluation
- Feedback is received from multiple sources
- Includes information from Institutions/Program Sponsors
- BIR members are expected to complete an evaluation during the week following an Accreditation activity

Should you want more information

- You may choose to read the following chapters of the [Accreditation Handbook](#)
 - Chapter Ten: Accreditation Site Visit Team Member Information
 - Chapter Eleven: Board of Institutional Review Member Skills and Competencies
 - Chapter Fourteen: Evaluation of the Accreditation System

Electronic Survey

- Please complete the electronic survey at http://www.surveymonkey.com/s/BIR_After_Visit
- Upon submission of your electronic survey responses, you will have completed Module 4.
- Thank you for your dedication to this important process!

Who to contact

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