

Onsite Evaluation

Purpose

The IAOIP Onsite Evaluation is meant to determine the accuracy of information presented in the Self-Assessment report. It also allows IAOIP to understand the overall strength of the prospective program.

Preparation

The prospective program is expected to provide members of the Onsite Evaluation Team with any information they require, and access to any persons they wish to speak to.

Onsite Evaluation Team

The onsite evaluation team consists of one team leader and one or two other members. At least one member must be from academia, and at least one member must be from industry. The Onsite Evaluation team is a volunteer team, which will not be compensated.

Selection of the Onsite Evaluation Team is made from a list of qualified individuals maintained by the IAOIP. Potential team members are required to complete a Confidentiality Agreement, an Ethics Certification, and a Conflict of Interest Questionnaire before they are allowed to serve on an evaluation team. Potential team members must submit a resume so that IAOIP may choose team members with suitable experience levels. Team members must exhibit both personal and professional integrity in order to avoid any conflict of interest.

➤ Team Leader

The team member for an onsite evaluation team is appointed by the IAOIP. The team leader must have been a member of a previous onsite evaluation team and have a clear understanding of the objectives of the evaluation team. The duties of the team leader include:

- Leading the onsite evaluation team in all aspects of the evaluation (preparation, onsite, and post-visit)
- Understanding the accreditation requirements, IAOIP Accreditation Standards, and responsibilities of the Evaluation Team.
- Adequately preparing team members for onsite evaluations.
- Identifying key areas for the onsite visit but reviewing the self-evaluation report.
- Coordinating a suitable time for the onsite visit with a representative of the program.
- Creating the agenda for onsite visits using the IAOIP Accreditation Standards for guidance.
- Coordinating logistics of the trip (travel, hotel stay, etc.) with the prospective program.
- Debriefing the prospective program following the conclusion of the onsite visit.
- Submitting the evaluation report within thirty (30) days of the visit. Reporting to the IAOIP as to the overall status of the evaluation team.

➤ Team Members

All team members must be qualified with an understanding of the objectives of the evaluation team. The duties of the team members include:

- Understanding the IAOIP Accreditation Standards and responsibilities of the evaluation team.
- Participating in preparation sessions prior to the onsite visit.
- Identifying questions to be addressed during the onsite visit through review of the Self-Assessment Report.
- Participating in the onsite visit.
- Participating in the debriefing of the prospective program following the conclusion of the onsite visit.
- Contributing to the onsite evaluation report with appropriate content and aiding in the recommendation of accreditation.

Logistics

➤ Expenses

The expenses of the Evaluation Team for the duration of the onsite visit (airfare, hotels, meals, transportation) are the responsibility of the prospective program. Payment of expenses should be made directly to any vendors and not through direct reimbursement to the evaluation team. Personal expenses incurred during the trip such as entertainment and other discretionary spending are the responsibility of the evaluation team members.

➤ Agenda

Typically, the onsite visit should last about 2 to 3 days. The agenda will be determined by the team leader and a representative of the program. This will allow for the evaluation team to conduct all necessary business including: meeting with persons involved with the program, reviewing course materials, and sitting in on lectures.

➤ Workspace

A conference/workroom should be provided for use by the evaluation team during the onsite visit. Included in the room should be notes for each course, syllabi, course slides, assignments, and exams as well as a hard copies of any relevant material available online.

Onsite Evaluation

The purpose of the onsite visit is to confirm the details provided in the Self-Assessment Report and determine if the program meets the required Accreditation Standards. Standard auditing techniques are used to confirm the Self-Assessment Report, including:

➤ Inquiry

The evaluation team conducts interviews of relevant program personnel. The use of open-ended questions is meant to encourage candid expression by individuals interviewed.

• Stakeholder Group: Students

- Recommended group size is 5 to 10 students.
- Participants must be currently enrolled in the program.
- Participants must represent
 - Each related degree program being proposed for accreditation, and
 - Each method that is used to deliver the degree program (i.e., on campus, on line, or hybrid).
- Exclude participants that are members of the program's faculty, adjunct, or staff.
- Meeting can be held face-to-face or via teleconference.
- Optional – Team observes class and randomly interviews students.

• Stakeholder Group: Alumni

- Recommended group size of 5 to 10 alumni.
- Majority of participants should have graduated within the last three years.
- Participants must represent
 - Each related degree program being proposed for accreditation, and
 - Each method used to deliver the degree program (i.e., on campus, on line, or hybrid).
- Exclude participants that are members of the program's faculty, adjunct, or staff.
- Meeting can be held face-to-face or via teleconference.

• Stakeholder Group: Industry Representatives

- Recommended group size is 4 to 6 participants.
- Suggestions for individuals to be invited include,
 - Industry/external advisory group members;
 - Representatives of firms who have hired or employ graduates/students;
 - Local project management professional association chapter representatives.

- Exclude participants that are members of the program’s faculty, adjunct, or staff.
 - Participants may be alumni other than those who participated in the alumni session.
 - Meeting can be held face-to-face or via teleconference.
- **Stakeholder Group: Faculty**
 - Recommended group size:
 - Adequate full time faculty – depending on size of program,
 - Adequate adjunct or part time faculty – depending on size of program.
 - Invite all faculty members to participate with a specific emphasis on those who teach core courses in the prospective program.
 - Ensure that faculty from all sites and delivery models are represented.
 - Meeting can be held face-to-face or via teleconference.
 - **Support staff (admin/technical)**
 - Based on program.
 - People that students interface with regularly.
 - No minimum group size.

➤ **Inspection**

The team inspects documents and records indicating the current status of statements made in the Self-evaluation Report. This includes:

- Examination of current course syllabi.
- Review of course materials such as text books, lecture notes, handouts, and examinations.
- Inspection of sample student work such as assignments, theses, research papers, and projects.
- Review of most recent student feedback/comment surveys.

Below please find specific information regarding courses/modules and materials that will be reviewed during this phase of the on-site visit evaluation:

- **For each applicant degree program, inspect materials from a minimum of three courses/modules**
 - Review the first course/module in the program.
 - Review at least one more “core” course/module.
 - Review the final or “capstone” course/module and/or thesis.
- **Review additional courses/modules as necessary to ensure coverage for all learning outcomes.**
- **Select additional courses/modules based on Self-evaluation Report submission**
 - Start with courses/modules in SER that indicate that students can demonstrate knowledge.
 - If evidence demonstrating alignment is found, move on to next steps.
- **What to review**
 - Review syllabi from all selected courses/modules.
 - Syllabi are only partial validation and must be coupled with other evidence.
 - Review 3to5 randomly selected capstone projects and/or theses.
 - Pay specific attention to homework/assignments such as student projects, presentations, papers, case study analyses, online forums/discussion/blogs, learning journals, internship report, and other documents.
 - Other items to consider in order of priority:
 - Simulations
 - Exams

- In-class exercises
- References in course/module material including lecture notes (PowerPoint presentations), texts, and additional reading materials

- **Impact of multiple delivery modes and geographic locations**
 - See evidence for same course/module offered via multiple modalities or in various geographic locations.
 - Evidence found in an onsite classroom-delivered course/module that does not cover the online component.
 - Equivalent evidence must be observed.
 - Same is true for different physical locations.
- **Impact of multiple degrees**
 - If related degree programs, focus on courses/modules common to all degree programs submitted by applicant.
- **Expectations of what team should observe**
 - Same syllabus and basic texts used in every section of course/module by every instructor
 - See clearly stated intended learning outcomes for each course/module as contained in syllabus
 - Relatively current texts, research, and case studies
 - Examples of instructor feedback
 - Grade distribution

➤ **Observation**

Observation must be made of the physical facilities designated in the Self-Assessment Report including libraries, classrooms, etc.

➤ **Debrief**

Following the onsite visit, the evaluation team debriefs the representatives of the program. This includes a summary of their findings as well as any questions or concerns regarding the conduct of the evaluation by the team.

Post-Onsite Visit

➤ **Evaluation Report**

A draft of the evaluation report is prepared by the team leader. This draft is reviewed by the team members before the report is completed. This report is then forwarded to the prospective program so that any factual errors may be corrected. The report sent to the prospective program does not include the recommendation of accreditation from the evaluation team. This recommendation is submitted with the final report to the IAOIP Board of Directors within thirty (30) days of the completion of the onsite visit.

➤ **Accreditation Decision**

Following the receipt of the evaluation report, the IAOIP Board comes to a conclusion regarding the accreditation of the program. The candidate will be notified within five (5) business days of the board's decision.