CAFCE ACCREDITATION REVIEW TEAM PROCESS

<u>Purpose</u>

The accreditation review process is a peer review. The goal is to enhance quality practice and to provide feedback and leadership. The guidelines deliberately leave room for interpretation. If the "rules" are so rigid that there is little opportunity for innovation and program development, the value of the accreditation process as a tool to enhance quality is lost. By discussing innovative program development issues, the review team and the institution will enhance their understanding of the co-operative education process.

The ultimate role is to provide leadership in quality program development. It is important in any review to focus on the essence of accreditation criteria and the CAFCE definition of co-operative education, rather than variations in program delivery. The prime objective must be to enhance the education of students as they integrate academic and guided work experiences within a framework of quality standards. Each institution should be designing programs to best meet that objective

The chair of the review team is encouraged to contact the applicant institution to seek additional information or clarification to assist the team in assessing the nature of co-op practice. Readers should frame their observations and recommendations to recognize program strengths and make constructive suggestions for improvement or development, recognizing that there are differences in program delivery and infrastructure across institutions

<u>Application Logistics</u>

- © CAFCE receives the initial accreditation applications during or before February and August submission deadline dates (see chart at the end of this document).
- © CAFCE office and the Accreditation Council Chair create an Accreditation Review Team with the active list of volunteers.   The Chair of the review team must be a member of the Accreditation Council and review team members must be CAFCE members.
- © The lead of the accreditation application submission will send copies of their application packages to each member of the Accreditation Review Team; the CAFCE office will connect the lead and the Accreditation Review Team.
- © The Chair of the Accreditation Review Team contacts members and arranges an initial meeting by email or teleconference to discuss the review process and an agreed upon meeting schedule.   Typically the first meeting is to discuss the application and outstanding questions that should be brought back to the applicants.   Then one or two follow up meetings will be required depending on the complexity of the application.

Reviewing the Application

- Review team members can expect the commitment to be from eight to ten hours in total (including meetings), depending upon the complexity of the application.
- The best way to prepare for being a Chair or a reader is to print the accreditation application materials available for download on the CAFCE website and use them as a reference.
- Teams are normally given more than a month to read through the submitted application and to make notations (such as, noting an excellent student preparation program). Team members will also flag any questions they have (such as, "How are employers informed of their roles?").
- The team Chair arranges the first teleconference meeting where the members discuss the application in relation to the accreditation criteria. Topic areas are:
  1. Recommendation to accredit or deny accreditation
  2. Areas of program strength in the application
  3. Recommendations for applicant to consider for further quality development
  4. Conditions for the applicant to meet in order to become eligible for accreditation in the future
  5. Issues and questions for the council to consider concerning interpretations, standards, etc…
- If required, the Chair contacts the applicant to clarify any questions the team might have. The Chair then shares an update with the review team.
- It is important that all required criteria are met in order for the application to be accredited; recommended criteria (in Part G) are identified as program enhancements only.

Committee Recommendations

- When the team has come to an agreement the Chair writes a letter to the Accreditation Council Chair (a minimum of 2 weeks prior to the next Accreditation Council meeting) outlining their recommendations and any notations that the team thinks appropriate to include.
- The Chair then presents the team's letter for review at the next scheduled Accreditation Council meeting and the Council votes on the recommendation. Council meetings are scheduled in November, February and the summer (when CAFCE conference scheduled) of each year (see chart at the end of this document)
- The Chair of the Application Review Committee then contacts the applicant to inform them of the decision. Chairs are also asked to inform the institution that they will be invited to be a reader in the near future for

another accreditation application.   If appropriate the Chair will also ask permission from the applicant to share best practices with the membership.

The Chair of the Accreditation Council

- ⑥ The Chair of the Accreditation Council then prepares a formal letter to the senior member of the accredited institution who certified the application. The letter will include an outline of the results, a request from the institution for an Accreditation Council representative (if the Institution does not already have one), and the responsibility of Accreditation Council members to chair accreditation application reviews.
- ⑥ The CAFCE office then sends the letter, prepares and sends the certificate(s) and sends the CAFCE Accreditation logo. The Accreditation Review Team letter is NOT sent to the accredited institution.
- ⑥ If the applicant is not accredited, the Chair of the Accreditation Council sends the applicant an official letter explaining the outcome. The institution then has 30 days to appeal the decision by writing to the Chair.
- ⑥ The CAFCE office updates the website, the Accreditation Council master list, and the documents that have been used to track the activity of the application.

Accreditation Application Timeline:

Month	Application Deadlines	Accreditation Council Meetings	Review Team Recommendations AC Council
January			
February	Deadline	Toronto	August submissions completed
March			
April			
May			
June			
July		CAFCE Conference/meeting Semi-annual	February submissions completed
August	Deadline		
September			
October			
November		AGM & Board date	*August submissions IF completed
December			

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