ACPHA SELF-STUDY STANDARDS IV, V, VI TRAINING

Presented by former ACPHA Commissioner

Derek Allen

AGENDA

- Brief Recap:
  - *Standard IV*
  - *Standard V*
- Standard VI
- Standard VII
- Standard VIII
- Standard IX

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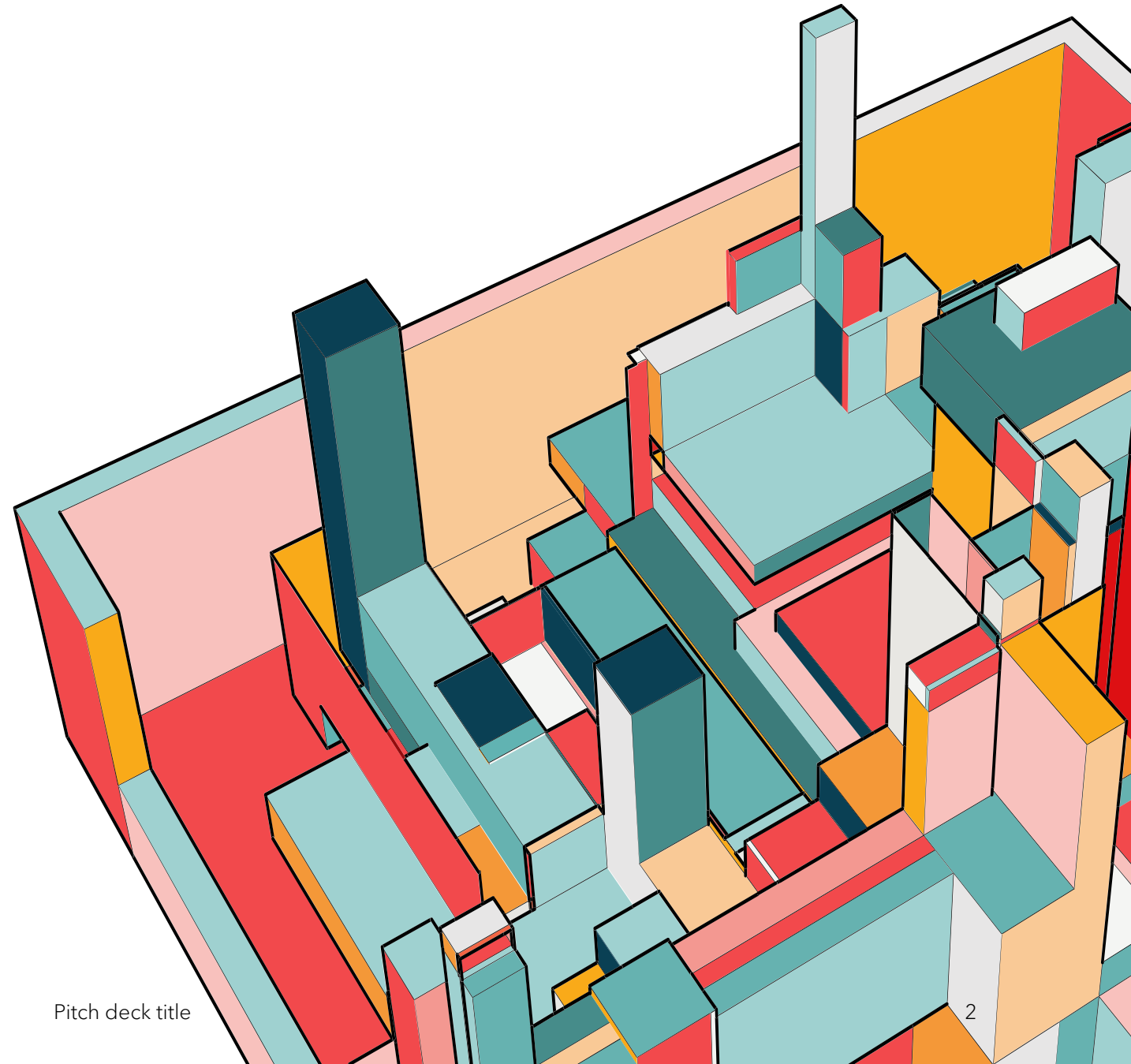
VI. INSTRUCTIONAL RESOURCES A THROUGH D

VI A.

The program maintains sufficient full and part-time faculty to achieve the objectives of the Program, including instruction, advisement, academic planning, and curricular development.

VI B.

The preparation and qualifications of all members of the instructional staff are suited to the field and level of their assignments.

VI C.

Professional, clerical, and paraprofessional staff members are available and adequate to assist instructional faculty in materials preparation, supervision, tutoring, and other general tasks.

VI D.

Conditions of service, including appointment, promotion, salary, workload, etc. are equitable and administered ethically.
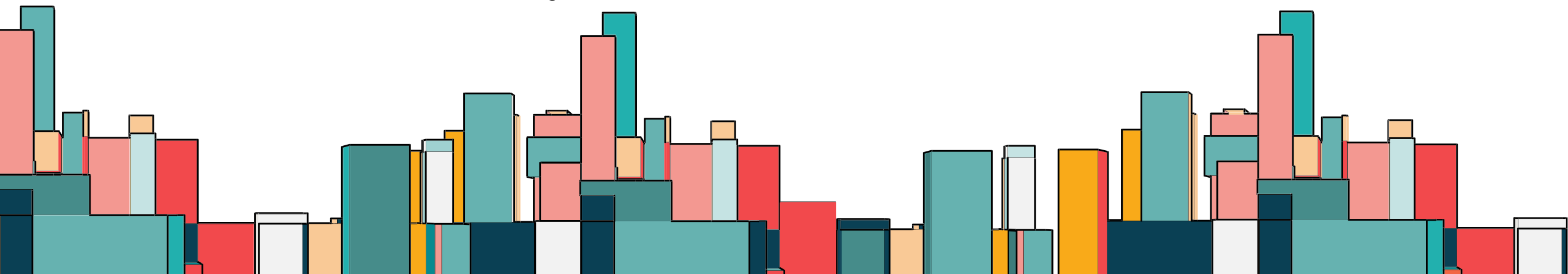
VI. INSTRUCTIONAL RESOURCES E THROUGH H

VI E.

The faculty is substantively involved in curricular development and evaluation and in the formulation of academic policies and practices.

VI F.

Mechanisms are in place and regularly utilized for evaluating full- and part-time faculty teaching effectiveness.
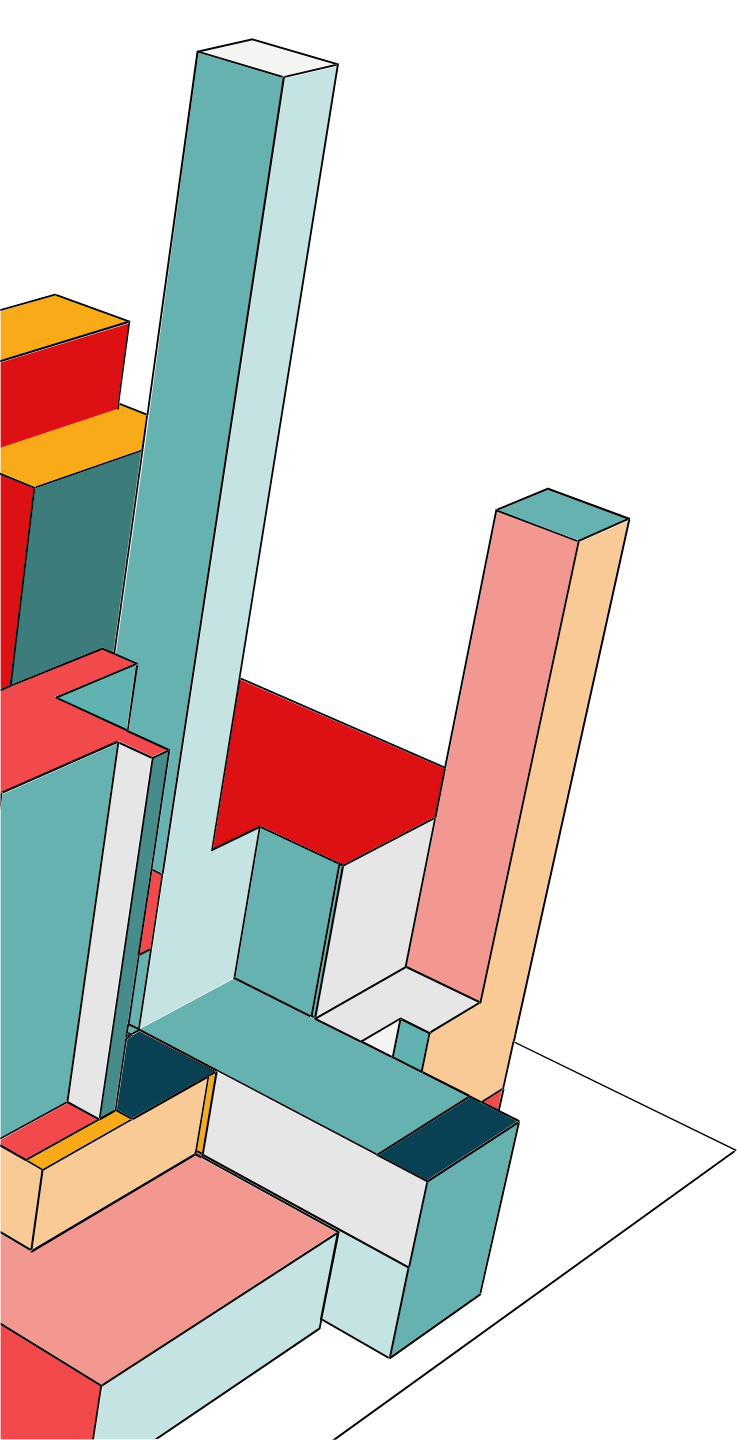
VI G.

Members of the faculty (full- and part-time) demonstrate continuous professional growth, productivity, and enhancement of experience in their areas of expertise.

VI H.

There is evidence that the professional development of the faculty (full- and part-time) is encouraged, supported, and evaluated.
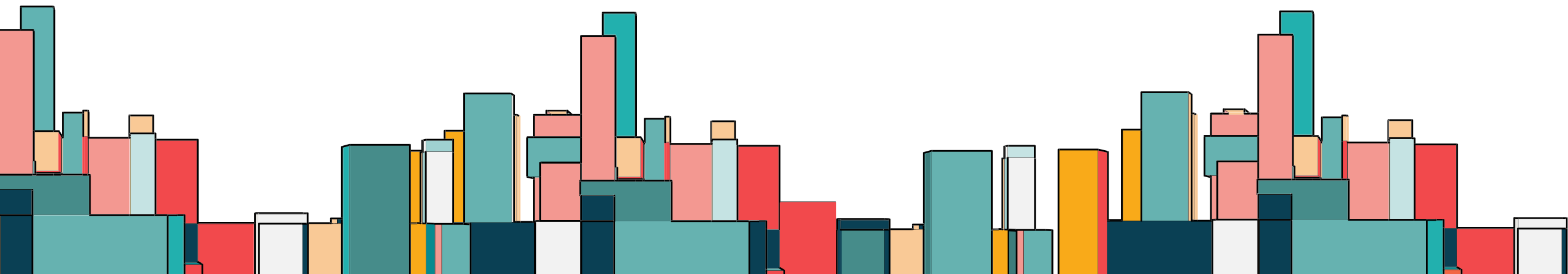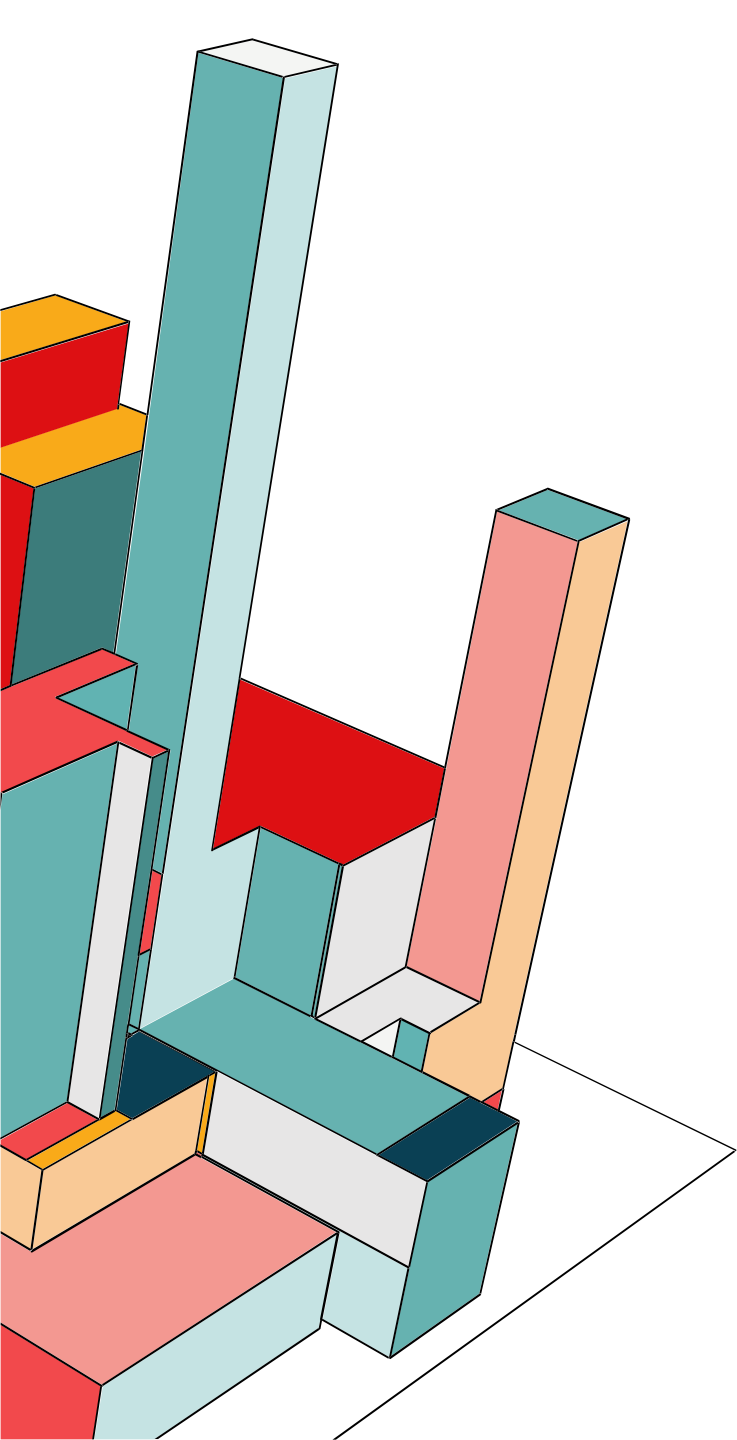
VII. STUDENT SUPPORT SERVICES

A. ACCURATE AND CLEARLY STATED INFORMATION ABOUT ADMISSION, PROGRESSION, RETENTION, DISMISSAL, AND GRADUATION REQUIREMENTS IS AVAILABLE IN WRITTEN FORM AND ON-LINE. THESE REQUIREMENTS MEET OR EXCEED THE MINIMUM STANDARDS OF THE PARENT INSTITUTION.

- Describe how the Program communicates to its students concerning its academic policies and procedures. This would include information about the program's admission, progression, retention, dismissal, and graduation requirements.
- Describe, if applicable, the Program's policies and procedures governing the number of hours a student can receive credit for activities outside the classroom such as life experience, fieldwork, directed study, etc.
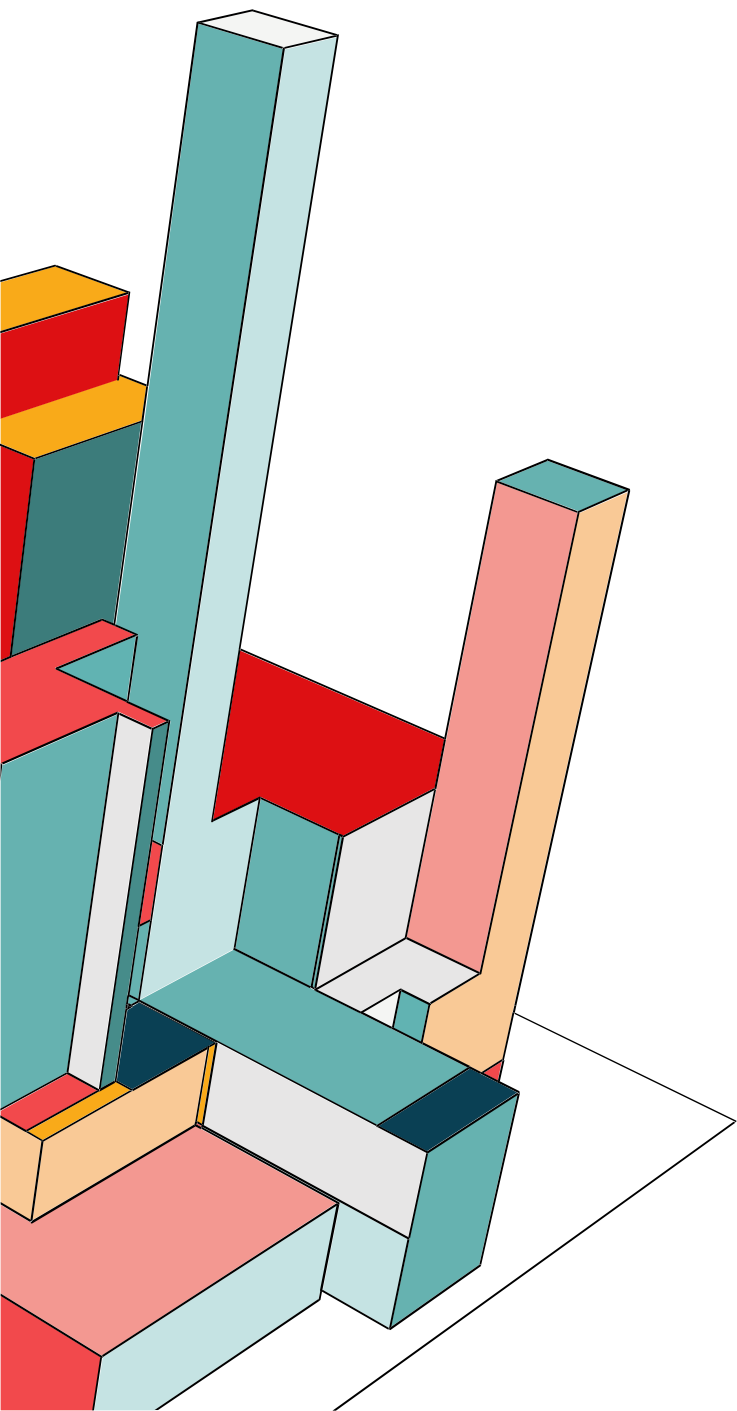
VII. STUDENT SUPPORT SERVICES

B. TRANSFER CREDIT IS GRANTED FOR COURSES TAKEN AT ANOTHER INSTITUTION ONLY WHEN THE COURSE WORK AND THE LEVEL OF THE TRANSFER APPLICANT'S ACHIEVEMENT PERMITS THE STUDENT TO COMPLETE SATISFACTORILY THE REMAINING UPPER DIVISION PROFESSIONAL COURSE WORK.

• Describe the Program's transfer/change of major policies and practices from both within the institution and from another institution.

C. OPPORTUNITIES FOR APPROPRIATE AND CONFIDENTIAL ACADEMIC ADVISING AND COUNSELING ARE AVAILABLE TO ALL STUDENTS.
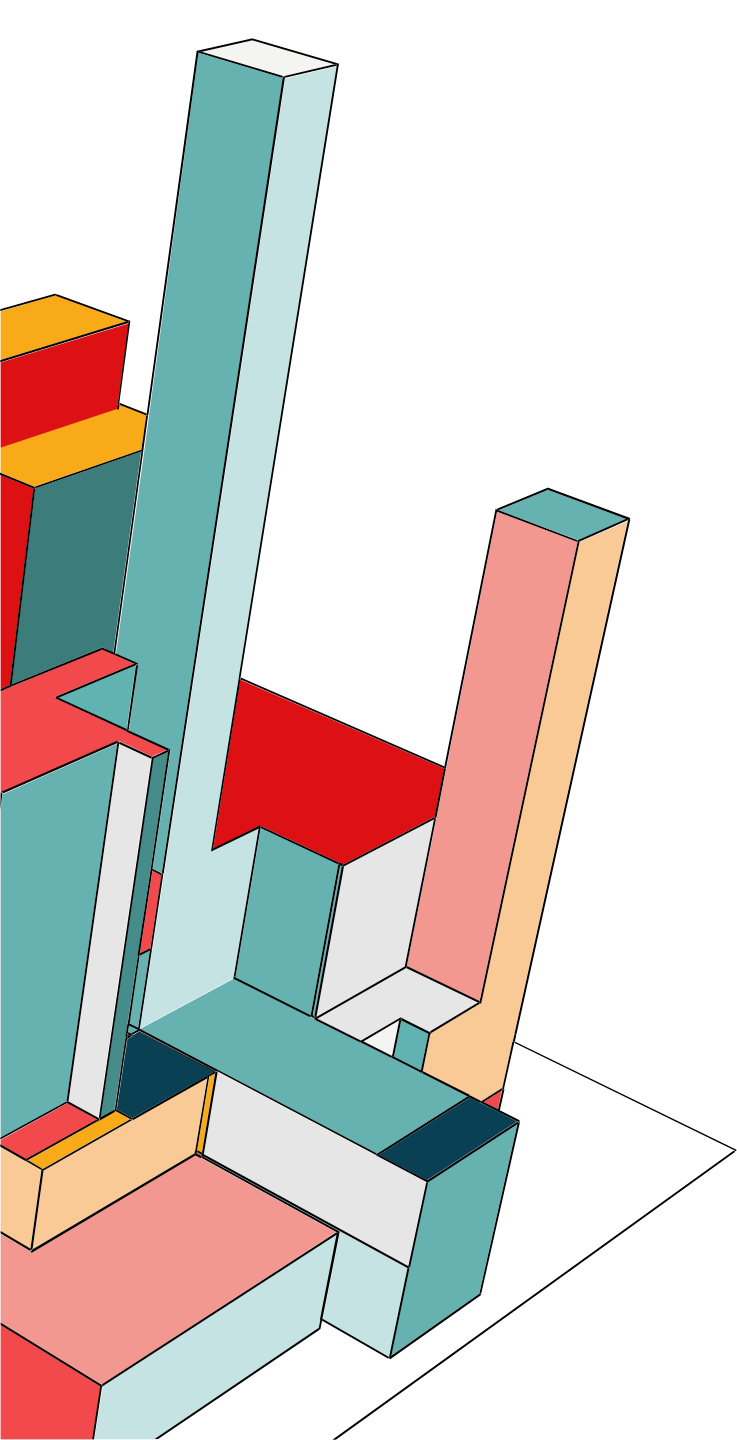
VII. STUDENT SUPPORT SERVICES

D. OPPORTUNITIES EXIST FOR STUDENTS TO RECEIVE EXPOSURE TO CAREER PREPARATION SERVICES.

- Describe the efforts of the Program to enable the student to develop an awareness of the values and norms of the hospitality industry.
- Discuss any career symposiums with hospitality industry or career fairs available.
- Discuss whether there is a career advisement and placement center and if the services offered appropriate and adequate to serve the mission of the Program and the needs of the students.

E. EFFECTIVE PROCEDURES EXIST TO ASSURE THE REASONABLE PROGRESS OF STUDENTS TOWARD MEETING STATED GRADUATION REQUIREMENTS.

- Describe the policies and procedures for developing and maintaining satisfactory records for each student in the Program.
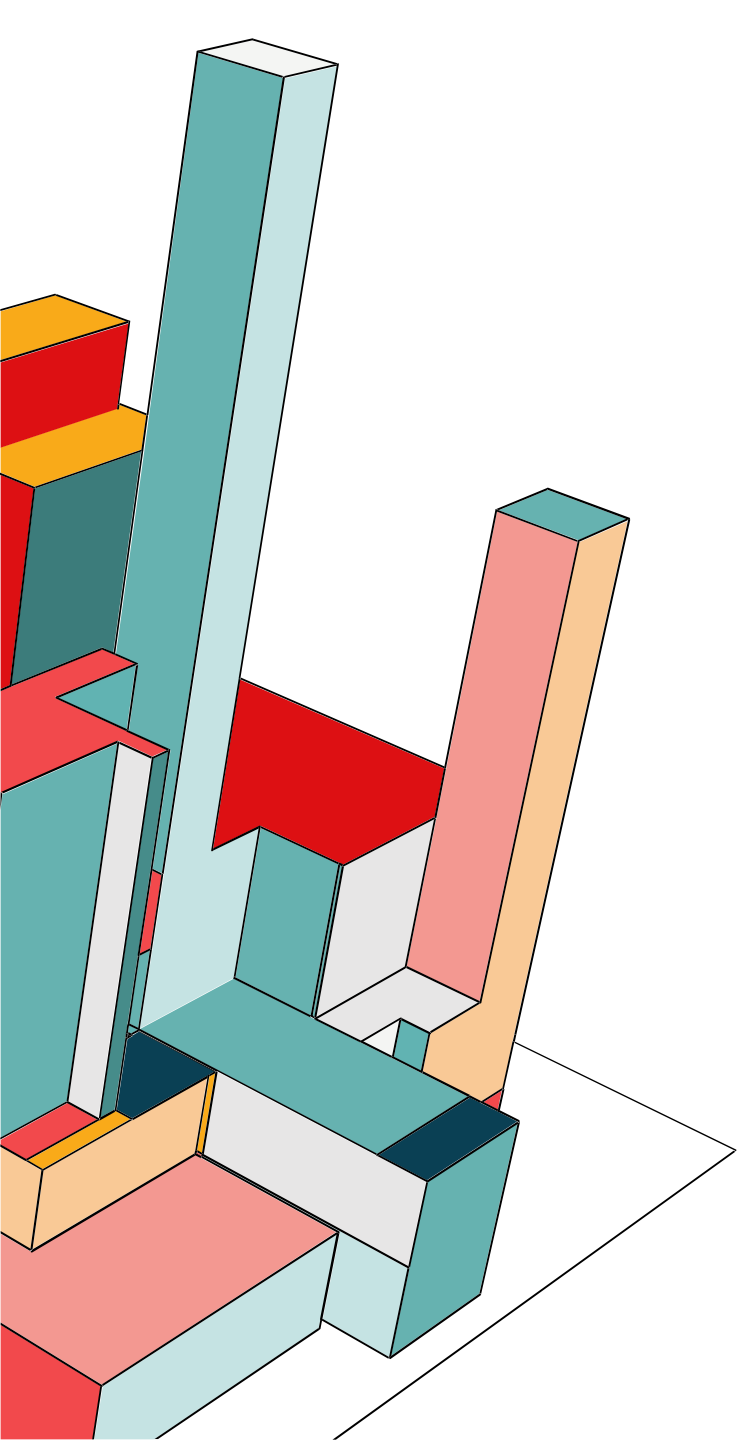
VII. STUDENT SUPPORT SERVICES

F. THE PROGRAM MAINTAINS AN ACTIVE WEBSITE THAT CONTAINS UPDATED INFORMATION INCLUDING THE PROGRAM OVERVIEW, MISSION AND LEARNING OUTCOMES, PROFESSIONAL PLACEMENT, AND STUDENT RETENTION DATA AS REPORTED TO ACPHA ANNUALLY, FACULTY PROFILES, CURRICULAR OFFERINGS, AND ACADEMIC POLICIES. CLEAR AND DIRECT LINKS TO THESE INFORMATIONAL ITEMS SHOULD RESIDE ON THE PROGRAM LANDING PAGE.

G. SUPPORT SERVICES ARE AVAILABLE FOR TRADITIONAL STUDENTS, NON-TRADITIONAL STUDENTS, SPECIAL NEEDS STUDENTS, INTERNATIONAL STUDENTS, AND ONLINE STUDENTS.
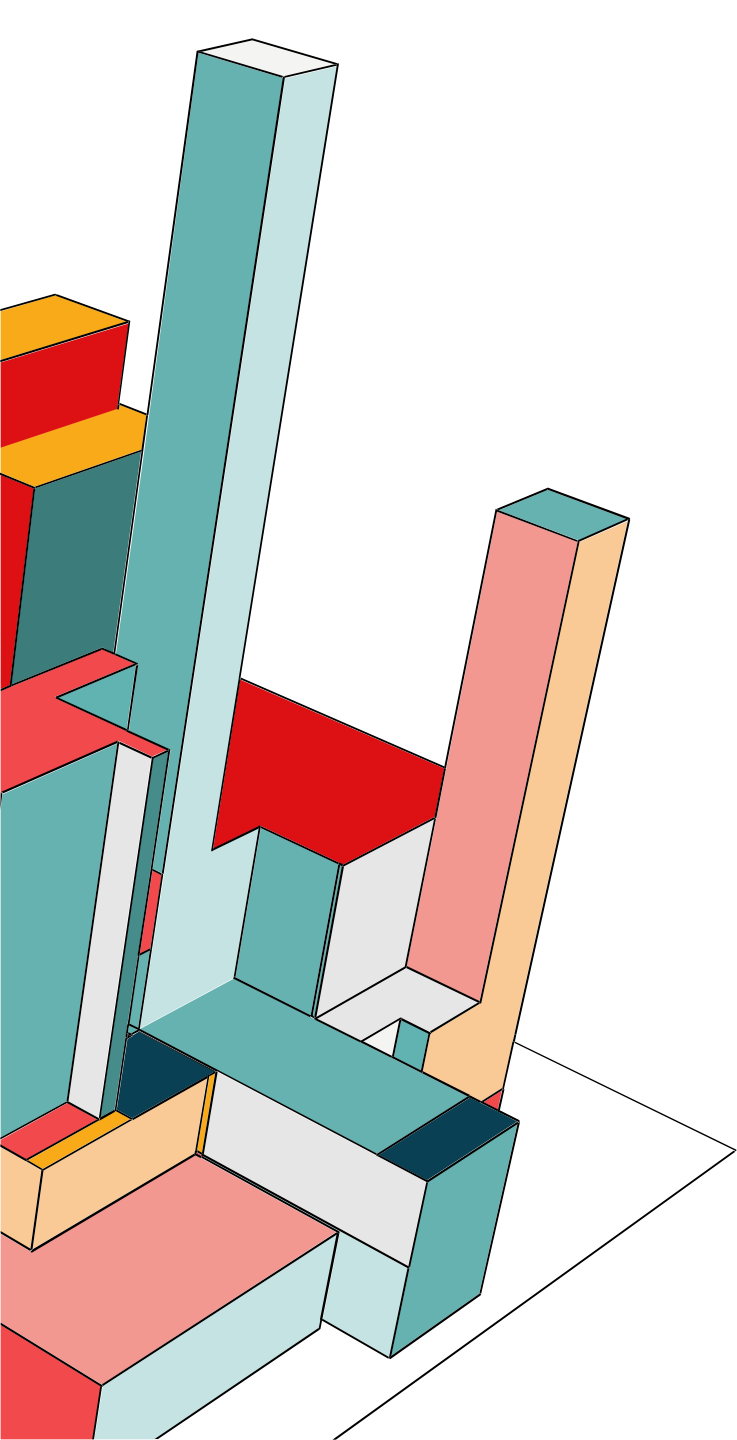
VIII. PHYSICAL AND LEARNING RESOURCES

A. THE PROGRAM HAS ACCESS TO APPROPRIATE PHYSICAL RESOURCES FOR IN-PERSON, HYBRID, AND ONLINE PROGRAMMING, SUCH AS CLASSROOM SPACE, OFFICE SPACE, AND FACILITIES, EQUIPMENT, AND TECHNOLOGY.

B. THE PROGRAM HAS ACCESS TO APPROPRIATE RESOURCES AND SUPPORT FOR ONLINE/DISTANCE/VIRTUAL PROGRAMMING, SUCH AS EQUIPMENT, TECHNOLOGY, AND BROADBAND ACCESS IN ORDER TO SATISFACTORILY MEET THE PROGRAM'S MISSION AND LEARNING OUTCOMES.

C. THE LIBRARY ACCESS SYSTEM (INCLUDING TECHNICAL AND NON-TECHNICAL REFERENCE MATERIALS, BOOKS, JOURNALS, AND DATABASES) IS EASILY ACCESSIBLE AND REFLECTS THE CURRENT NEEDS OF NOT ONLY IN-PERSON AND ONLINE STUDENTS BUT ALSO FACULTY IN MEETING THE PROGRAM'S MISSION AND OUTCOMES.
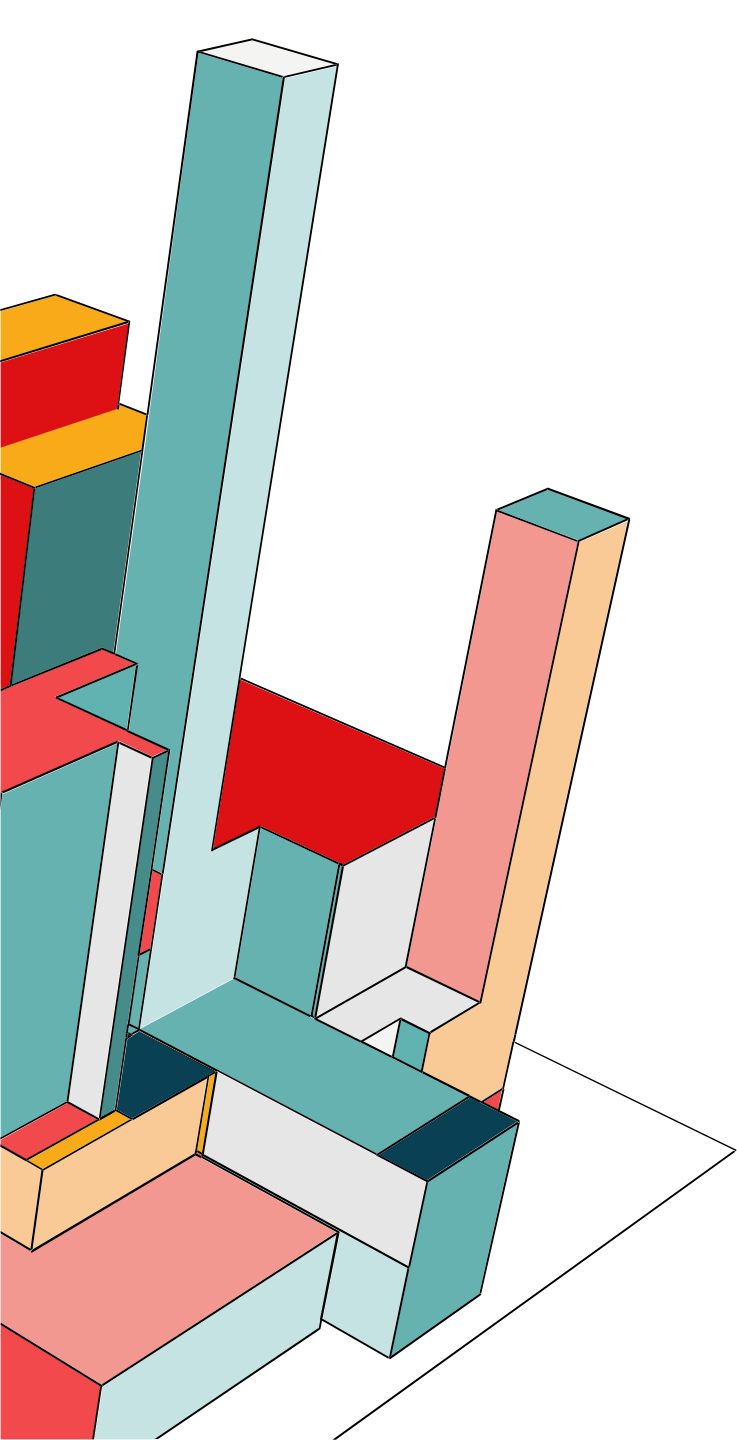
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IX. FINANCIAL RESOURCES

A. FINANCIAL RESOURCES ARE SUFFICIENT TO SUPPORT THE EDUCATIONAL OBJECTIVES AND MEET CONTRACTUAL OBLIGATIONS.

B. EVIDENCE INDICATES THE PROGRAM HAS SUFFICIENT FINANCIAL STABILITY TO ENABLE IT TO CONTINUE TO MEET ITS CONTRACTUAL OBLIGATIONS AND ACHIEVE ITS EDUCATIONAL OBJECTIVES OVER A REASONABLE FUTURE PERIOD.

- DISCUSS WHERE THERE ARE ANY CURRENT SIGNIFICANT FINANCIAL PROBLEMS THAT WILL AFFECT THE PROGRAM'S ABILITY TO ACHIEVE ITS MISSION AND OUTCOMES OVER THE NEXT FIVE YEARS. THE COMMENTARY SHOULD IDENTIFY ANY ASSUMPTIONS SUCH AS ENROLLMENT TRENDS, RETENTION RATES, AND CONSOLIDATION OF PROGRAMS OR OTHER SIGNIFICANT FACTORS ON WHICH EXPECTATIONS ARE BASED.
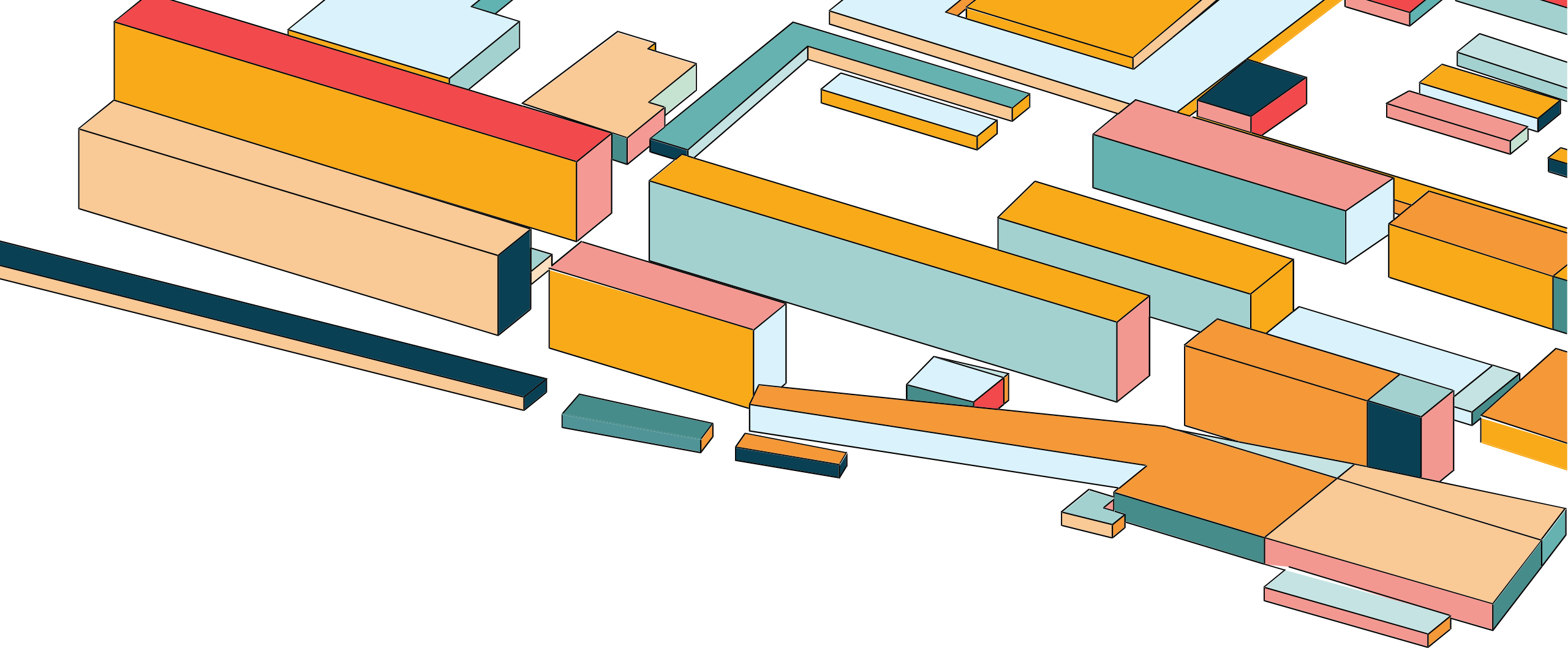
QUESTIONS?

THANK YOU

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