**Potential ACPHA Site Visit Interview Questions**

**Opening Meeting with Administration and Other Officials**

Begin the meeting by thanking the institution for participation in the accreditation process.

Due to the composition of this meeting, questions should be very general. Allow this time for upper administration to provide background information and other positives about the institution.

• Would someone like to start out by giving us a history of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program?

• What changes do you see for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program in the near future (3, 5, 10 years, etc.)?

Make sure to explain the site visit and review the agenda. Also provide an overall synopsis of the accreditation process – site visit report, Report of Findings, response to Report of Findings, Commission Meeting dates Provide ample time for administration to ask questions concerning the visit or process.

Discuss exit summation.

General Meeting Time: 30-45 minutes. Make sure that the meeting has enough substance that the institutional administration feels that the time was valuable.

**Dean/Chair/Department Administrator**

1. Describe your day-to-day involvement with the program.
2. To whom does the program director directly report?
3. Describe the overall budget for the \_\_\_\_\_\_\_\_\_\_\_ program. What is the program director’s involvement in this process?
4. What program specific meeting(s) (e.g., Advisory Board Meeting, Assessment Committee) are you involved?
5. Describe the value that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program provides to the institution.
6. Do you foresee any immediate or long-term changes in the program?

**Program/ Department Coordinator:**

It is always helpful to begin the initial program-officials meeting with an overview of the process. You may also find it beneficial to remind the program that although all levels of administration should have reviewed the application/self-study thoroughly, you may ask questions to help clarifying some of the content.

Understanding that the program officials may be nervous, start the interview with having the program give an overview of the curriculum and clinical component of the program.

Program officials will be very comfortable answering this question and it helps to “break the ice” for follow-up questions. Questions for program officials can vary so much that the following guidelines may be more beneficial for these individuals.

Make sure that all members of the site team follow a consistent method of asking questions. Jumping back and forth with questions that deal with two separate issues is frustrating to the interviewees. If the team has many questions, try asking these as you page through the Standards (or assure that you follow your topical outline from the ACPHA template). This should be easier for the team, and the program can also follow along with an understanding of what might be asked next.

Each team chair will have a different approach for asking questions during the site visit. The team chair should review this process with the team member so that each understands the process.

The potential questions to program officials are endless; however, open-ended questions should always be asked. Make sure to provide ample time for a response. Understand that nervous individuals may hesitate to make sure that their response is well-worded. Please be conscientious of your facial expressions and comments. A raised eyebrow, furrowed forehead or negative comment may intimidate the program.

1. What are strengths and weaknesses of your and supporting departments?
2. What unique or unusual teaching methods are used in your department?
3. How is the data collected from each course collected and used for assessment purposes?
4. Who uses the assessment findings?
5. How are curriculum and/or teaching strategies modified based on this data?
6. How does faculty intentionally build upon the courses and educational experiences to achieve learning priorities?
7. Who receives information from programmatic assessment and how is it communicated?
8. How do you know that the graduates have achieved the required learning outcomes?
9. How successful are your graduates: job positions, starting salary, job career, etc.?
10. How active are your employers/Advisory Board?
11. What program changes have been made to meet their requirements and suggestions?
12. Do you manage the budget? In what way?
13. Do you recommend on salaries of your department faculty and their job promotion?
14. How much time is available for your faculty for their professional development?
15. What does your faculty do during summer months?
16. Who is responsible for confirming that the graduates fulfilled all the requirements before being awarded with the diplomas?
17. What are the biggest challenges facing the College/School and program? What has been the response to the challenges?

**Program Faculty**

Begin the meeting by providing an overview of the accreditation process. Make sure to allow ample time for questions. Please be mindful that no one can recite applicable policies and procedure of their institution.

However, how these policies and procedures are applied should be known.

*(General questions are followed with more specific questions, if appropriate.)*

1. Describe your daily workload?
2. Is office and technical service at your full disposal?
3. How much time do you spend in class? In lectures? In laboratories?
4. What is the average number of teaching hours per week for your position (full time)?
5. What type(s) of early warning methods are in place for at risk students?
6. Describe your perceptions of the students and their professional development.
7. Describe your perceptions of the curriculum.
8. Do you have input in the revision/evaluation of the curriculum?
9. Do the supporting departments (Gen ED and Business) ensure the required education level for your students?
10. Describe your perceptions regarding the professional development process and your personal developmental opportunities.
11. How are faculty mentored?
12. How are new, existing and updated policy and procedures made known to faculty?
13. To students?
14. How often do faculty meet to discuss program-related information/issues?
15. What program outcomes and learning outcomes are developed or achieved by means of your courses?
16. How is the assessment data collected in your courses reported back to you?
17. How do you ensure that the students enrolled in your on-line program or satellite campuses receive the equivalent course experience that students on this campus do?
18. Are you provided input on your performance as an instructor/advisor?
19. Can you describe the process?
20. How often do you receive performance review?
21. How often do faculty meet to discuss program-related information/concerns?
22. Assessment?
23. Mission?
24. Learning Outcomes?
25. Describe your perceptions regarding the leadership and direction of the Dean, associate and assistant Dean(s), and your department/division Chair.
26. Do you believe that there is an adequate flow of information and communication within the College/School? Do you feel involved in the College/School’s affairs?
27. What changes could be done to improve the program?
28. What are the biggest challenges facing you and the program/department College/School? What has been the response to the challenges?
29. What questions do you have for the evaluation team?

**Student Questions:**

To assist students with their trust and rapport with the site visitors, begin the meeting with all students in a common area. Introduce yourselves and provide the students with an overview of the process. Ensure the students that all conservations are kept in the strictest of confidence.

* ***Admissions Process*** (probably best for 1st year students)

1. Describe the admissions process.
2. Was the published information provided at the admissions process consistent with the program’s offerings and/or procedures?

* ***Policies and Procedures***

1. Where and how do you receive information concerning program policies and procedures?
2. If a change is made in a policy or procedure, how are students notified?

* ***Faculty***

1. Describe the faculty and their role.
2. Explain the academic advising process.
3. What are your perceptions regarding the faculty and staff?
4. How accessible are the faculty?
5. Do you believe that the faculty fosters professionalism and professional ethics?
6. Does the faculty serve as role models?
7. What is the level of faculty-student interactions?
8. Do you believe that the classroom theory prepared you for the internship/applied experience?
9. Are the instructors competent in the subjects they teach?
10. Do you have the opportunity to evaluate your instructors? Describe the process.

* ***Curriculum/Instruction***

1. Do you know what skills you will acquire by the end of the program?
2. How are you informed about the expected learning outcomes?
3. Are you developing the required skills?
4. What links do you see between your courses? Between courses and field experiences?
5. What types of knowledge and skills have you acquired to help you work with people from diverse backgrounds?
6. What technological skills have you learned that will help you have a positive effect on student learning? In what ways do your professors integrate technology into their courses?
7. What are your perceptions regarding the curriculum?
8. How is community service incorporated into the curriculum?
9. Are the labs well equipped?
10. Is the laboratory/kitchen equipment in good condition?
11. Does the program allow you to acquire sufficient practical experience?

* ***Resources*** (*If distance education program/satellite campus need to make certain that all students have access to same resources)*

1. What resources are available to you as a student?
2. How often do you use these resources?
3. Does the program give assignments that necessitate the need to use the library?
4. Do you believe that the program has adequate resources to help students find information for research papers/projects?
5. What resources are available for students that are struggling with coursework?
6. What activities and organizations are available to students? What is the system of student governance used by the College/School?
7. What forms of counseling are available, and are they accessible?
8. What forms of financial aid are available, and is the financial aid office helpful?
9. What forms of career counseling and placement are available?

* ***Conclusions***

1. Why did you choose this University and this program?
2. Are you going to start working after graduation? Where? When?
3. What kind of job can you get as a graduate of this program? What will be the starting salary?
4. What is your general perception of the program?
5. What are the biggest challenges facing the College/School?
6. Describe any changes you would suggest for the institution and/or its professional program.
7. Would you recommend this program to a friend?
8. What questions do you have for the evaluation team?