

7. Responding to Course/Program Reviews

Procedure for Responding to any “Partially Meets” or “Does Not Meet” Findings on Subject Specialist Course Reviews

Course materials are required to be submitted as part of the accreditation process. C.5. Policy on Course/Program Approval describes what courses, programs, and materials must be submitted for review.

Course materials are sent to subject matter experts, who are also called “subject specialists.” The responsibility of a Subject Specialist Evaluator is to ascertain whether the course materials offered by a distance study institution are complete, accurate, and up-to-date in light of the stated course objectives. In essence, they are asked to make a judgment on whether a course is of good quality and meets the published standards of the DETC Accrediting Commission.

As the Subject Specialist reviews the course materials, he/she is asked to answer the questions on the worksheet “Rating Form for Off-Site Vocational Subject Specialists” or “Rating Form for Off-Site Degree Subject Specialists” to help him/her determine if a standard is being met. His/her comments must address the issue of whether or not the course meets the minimum standards.

He/she is asked to rate each standard by using the following:

Meets Standard = Yes, the course/program meets the intent of the standard overall.

Partially Meets Standard = Yes, the course/program meets some of the elements of the standard, but not all. The institution should take specific actions to correct the matter and implement the required action(s) to enhance the course/program.

Does Not Meet Standard = No, course/program does not meet the standard and overall course approval cannot be extended at this time. Approval cannot be extended at this time.

NA = Not applicable or not known from materials received.

Options

If an institution is undergoing its initial or re-accreditation examination receives a not met findings on a course/program it may be resolved if the institution produces evidence during the on-site examination that the Subject Specialist’s concerns have been addressed to the Committee’s satisfaction.

If an institution receives any not met findings as part of a new or revised course review, the institution may exercise one of the following options:

1. Make Changes and Respond to Not Met Findings:

Respond to comments of the evaluator on any “Partially Meets” or “Does Not Meet” findings and re-submit the course/program. The response will be forwarded to the **same** evaluator for review (see E.1. for applicable fee).

2. Request New Reviewer:

Request a completely **new** reviewer and have the course reviewed again (see E.1. for the applicable fee).

3. Withdraw Course:

Withdraw the course from consideration.

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