Appendix B: **Academic Audit Onsite Evaluation Checklist**

Institution: Regents Online Campus Collaborative

Program: Associate of Applied Science Degree Professional Studies: Information Technology (AAS-PS IT)

CIP Code: 

Degree Level: ☑ Certificate ☐ Associate ☑ Baccalaureate ☐ Master’s ☐ Doctoral

**Instructions for Audit Chairs and Teams**

**Part I: Academic Audit Visiting Team Report -- Record of Commendations, Affirmations, and Recommendations**

This form must be completed by each audit review team prior to concluding the visit. The original will be forwarded to TBR but a copy must be left with the department prior to departure. All observations included on this form should be represented as commendations, affirmations, or recommendations. Please be concise in your descriptions as you will have opportunity to expand upon your justification for each item in your written report due to TBR by May 16, 2014.

**Part II: Academic Audit Summary Sheet (only for use if program is being reviewed for Performance Funding purposes)**

This form is only to be completed if the program review is serving as the performance funding review. Using the Academic Audit Summary Sheet complete the 25 elements on the evaluation results checklist (marking “met” or “not met”). This exercise must be completed and signed by the team prior to the Exit Session. The original will be forwarded to TBR but a copy must be left with the department prior to departure.

**Part III: Narrative Evaluation and Written Report**

The Audit Chair and Team will use their evaluations indicated on the Audit Visiting Team Report and Academic Audit Summary Sheet (if used for Performance Funding purposes) as the basis of a written report. Summarized findings from the self-study report and on-site visit will represent a narrative report of the team’s conclusions and the final responsibility of the visiting team. The template for completing this report (limited to 10 pages) is attached. This report is due to TBR by May 16, 2014.

The Audit Evaluation will become part of the record of the academic program review and will be shared with the academic department/unit, the college, and the central administration, as well as the Tennessee Higher Education Commission. Each department/campus will be provided opportunity to respond and comment on the written report.

**Audit Chair’s name, title, and institution:** Laura Alderson, Instructor of Management, University of Memphis. 

**Audit Chair’s signature:** [Signature] Date April 16, 2014

**Names, titles, institutions, and signatures of other Audit Team members:**

- Pamela Foshee, Senior Coordinator of Natural Science Online Course Delivery, Professor of Biology, Walters State Community College: [Signature]

- Judy Gosch, Director of Curriculum and New Program Development, Pellissippi State Community College: [Signature]
Appendix C: Academic Audit Visiting Team Report

Record of Commendations, Affirmations, and Recommendations

This form must be completed by each audit review team prior to concluding the visit. All observations included on this form should be represented as commendations, affirmations, or recommendations. Please be concise in your descriptions as you will have opportunity to expand upon your justification for each item in your written report due to TBR by May 16, 2014.

This document should serve as the outline of information to be disclosed during the exit session with the department. The original signed copy is to be forwarded to TBR with one copy left with the campus audit contact or department chairperson prior to leaving campus.

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Total Number of Commendations: 6

Commendation #1 – The AAS- PS IT program is to be commended for the cooperation between the PS-IT faculty from the TBR institutions on behalf of ROCC.

Commendation #2 – The AAS- PS IT program is to be commended for the dedication of the faculty members and their enthusiasm for improving the quality of the curriculum and the student experience.

Commendation #3 – The AAS- PS IT program is to be commended for seeking input from alumni when no other ROCC audit team had done so.

Commendation #4 – The AAS- PS IT program is to be commended for beginning the process of mapping program goals, course goals, and student learning outcomes.

Commendation #5— The AAS- PS IT program is to be commended for the initiative to develop a Quality Matters course review.

Commendation #6—The AAS-PS IT program is to be commended for planning to revise support structure including staffing and lead-instructor roles.

Total Number of Affirmations: 6
Affirmation #1—The academic audit team affirms the AAS-PS IT program's goal to showcase ROCC student accomplishments and skills to shareholders.

Affirmation #2—The academic audit team affirms proposing a renewed emphasis on instructor responsiveness, which is supported by student feedback.

Affirmation #3 — The academic audit team affirms AAS- PS IT program’s interest in establishing articulation for Tennessee Colleges of Applied Technology students.

Affirmation #4 – The academic audit team affirms the program’s need to identify improvement of consistent use of embedded librarians and Virtual Library.

Affirmation #5—The academic audit team affirms the initiative to improve the quality of the program’s promotion online, including the creation of the eBrochure through the ROCC website.

Affirmation # 6—The academic audit team affirms the recognition to explore alternative delivery methods such as Adobe Connect.

**Total Number of Recommendations: 6**

Recommendation #1 – The academic audit team recommends communicating the degree options for students: A.A.S., A.S., B.S. and the focus of each option. Pathways to attaining each degree would be explained including transfer of courses.

Recommendation #2 – The audit team recommends formalizing annual reviews of courses and curriculum. Annual changes could be communicated to colleges, universities, and TCATs to update equivalency tables.

Recommendation #3 – The audit team recommends tracking students’ course success rates, progress to the next course, and completion to work or transfer to college.
Recommendation #4 – The audit team recommends that Website materials and links be kept operational and accessible and materials posted remain current.

Recommendation #5—The audit team recommends implementation of innovative ways of connecting IT students with faculty, alumni, and community mentors.

Recommendation #6—The audit team recommends finding ways to incorporate foundational computer science concepts, which explain theory behind technical application skills.