

ECCE Evaluation Team Training

Role of Secretary

THE PROCESS COMMENCES

- Institution has already achieved candidate status or is in a position to apply directly for accreditation, or accreditation needs renewing.
- The Self Study Report (SSR) as required by Standards, has been submitted to Commission on Accreditation (CoA) who give green light for an evaluation visit. (November 2009)
- The ECCE Executive draw up a potential team and reserves. (November 2009)

SECRETARY'S ROLE BEFORE VISIT

- Arrange potential visit dates with institution. (July 2009)
- Contact agreed team members & reserve. Obtains conflict of interest/ confidentiality agreement.
- Sends SSR to Team (November 2009)
- Work between Team Chair & Institution to agree a timetable for the visit – 2/3 days of meetings and 1 day drafting and writing up. (December 2009)
- Work with team Chair to agree writing responsibilities. (December 2009)
- Advise on transport arrangements.

DURING THE VISIT

- Participates as a member of the team. (February 2010)
- Tries to advise when issues arise for individual team members (Chair also invaluable here).
- Liaises with institution throughout the period.
- Begin collation of report sections.
- Writes up the agreed Strengths, Weaknesses and Concerns to be presented to institution at the end of 3/4 day visit.

AFTER THE VISIT

- Collating the writing up.
- Trying to present report in a common style.
- Sending first draft to institution for factual accuracy check. (March 2010)
- Continual liaison with Chair and Chair CoA.
- Preparing Final report for CoA meeting. (April 2010)

Commission on Accreditation

- It is the CoA who grant accreditation on behalf of ECCE.
- Chair of team presents report. (May 2010)
- Once decision made: Minuted, formally reported to institution; ECU and CCEI informed.

Timetable for 2009 onwards

Accreditation/ *Renewal*

- 2009 Durban UT
- 2010 *WIOC*
- 2011 IFEC Toulouse
- 2012 *AECC*
- 2013 *Syddansk*
- 2014 *IFEC Ivry*

Anticipated

- 2010-2011 University of Johannesburg
- 2011-2012 Maria Cristina , Madrid*
- Possible applicants for candidate status and therefore 5 years away from full status
- Barcelona
- University of Zurich
- University of Stavanger
- McTimoney
- If all succeed minimum of 2 per year.