

# Accreditation Assessors Workshop

October 26, 2013

# What makes a good Self-Evaluation Report?

## Formal Requirements

- **Adheres to Guidelines**

- submitted *1 month ahead of site visit*
- specifies *ways to achieve educational objectives*
- clarifies *its strengths and weaknesses*

- **Addresses standards**

- formatted under 10 areas & 44 subareas
- referenced to own mission & objectives

Laurence Geffen

# Informal Qualities

## •Style

- concise with consistent format
- clear graphs, diagrams & tables
- judicious use of appendices

## •Content

- self- critical
- minimises self-engrandisement
- avoids repetition
- references sources

Laurence Geffen

**What makes a successful site visit?**

# What makes a successful site visit?

## 1. The visit schedule:

- Good advance planning
- Meetings with key people in important roles
- Meetings with teachers and students
- Short visits to selected campus facilities
- Carefully planned visits to representative clinical sites
- Efficient movements between locations
- Suitable tea and lunch breaks
- Team time together late each day and on last day

Michael Field

# What makes a successful site visit?

## 2. The performance of the team:

- Well prepared before arrival
- Collegial and friendly interactions
- Praise positive achievements
- Ask probing questions
- Ensure that team's report reflects material in the School's self-evaluation report and discussion at meetings

Michael Field

# Team feedback on site visits

- ✓ Meetings with students were the most valuable.
- ✓ Opportunities to observe teaching sessions and use the school's e-learning resources.
- ✓ The program allowed us to meet a wide range of staff and students.
- ✗ Senior school staff were casual and ill-prepared.
- ✗ There were too many meetings each day, and limited time for the team to debrief.
- ✗ The visit was full of presentations, not discussion.

Theanne Walters



# School feedback on site visits

- ✓ The team praised the things we do well.
- ✓ The team asked good questions that showed they had read the school's submission carefully.
- ✓ The team took time to introduce themselves and explain the process.
- ✓ The AMC staff got to know us, and gave us good advice on structuring the visit.

Theanne Walters

# School feedback on site visits

- × The team members decided our clinical teaching was weak, based on one meeting at one site.
- × The report criticised our assessment processes but the meeting on this topic was superficial.
- × The team asked for a lot of additional information at short notice.
- × The team did not provide realistic feedback to the Dean during the visit, so the negative preliminary findings were a surprise.

Theanne Walters

# Role-play Demonstrations

# Questions