

WORKSHOP E: MANAGEMENT OF ACCREDITATION VISITS
(By The Host SUC)

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Strengths/ Best Practices	Number agree	Areas Needing Improvement	Number Agree
<p>1. Preparation of Documents:</p> <ul style="list-style-type: none"> ✓ High integrity of documents manifested in: <ul style="list-style-type: none"> ○ Well-packaged ○ Well-organized ○ Summarized in matrices, graphs, etc. ○ Clear copies ○ Properly labelled/ captioned ○ Readily available PPP, Compliance Report and Self-survey on Day 0 ○ Color coding of program documents ○ Briefers of documents attached to every benchmark statements ○ Document checklist of benchmark statements 	52	<p>1. Preparation of Documents:</p> <ul style="list-style-type: none"> ✓ Irrelevant, inconsistent, unauthenticated ✓ Unavailability of PPP, Compliance Report and Self survey on Day 0 	52
<p>2. Organization of Activities</p> <ul style="list-style-type: none"> ✓ Flexible, clear and very academic, approach 	52	<p>2. Organization of Activities</p> <ul style="list-style-type: none"> ✓ Time-consuming and unnecessary activities inserted in the over-all schedule 	52
<p>3. Assignment of faculty or staff</p> <ul style="list-style-type: none"> ✓ Establishment of program and institutional taskforce: <ul style="list-style-type: none"> ○ Attitudes ideal for human relation ○ Competent and knowledgeable of the OBQA 	52	<p>3. Assignment of faculty or staff</p> <ul style="list-style-type: none"> ✓ Too many area assignments of the local task force ✓ Unavailable local task force during triangulation 	52
<p>4. Accommodation of accreditation team</p> <ul style="list-style-type: none"> ✓ Modest budget for all accreditors ✓ Food preferences checklist related to accreditors' wellness (nurse/doctor, contact number of hospital, security) 	52	<p>4. Accommodation of accreditation team</p> <ul style="list-style-type: none"> ✓ Inconsistencies in accommodation of the accreditors (transportation to and from the SUC, meal schedule) ✓ Unsecured and unassured accreditors' send-off (transportation and food) 	52
<p>5. Human Relations</p> <ul style="list-style-type: none"> ✓ Consistent high level of professionalism (tact and courteous/ politeness) both for accreditors and host institution 	52	<p>5. Human Relation</p> <ul style="list-style-type: none"> ✓ Unprofessionalism/ behavior unbecoming of an accreditor (non-participative in accreditation activities, not a team player) ✓ Absence of key officials during opening and closing programs 	52