

I.19 Types of reviews

Each program seeking Continued or Initial accreditation must undergo periodic review by the COA. The two types of reviews are:

Comprehensive
Review

I.19.1.

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process includes development of a new Self-Study document and review by a Progress Review Panel (PRP), and culminates in an accreditation decision by the COA.

At least one year before the scheduled progress review, the Office for Accreditation notifies the program of the upcoming review. A three-member (including the Chair) PRP is appointed at that time. The PRP is appointed in the same manner as an External Review Panel (see Section 11.2).

The new Self-Study should focus on the areas of concern identified by the COA, but must also address all elements of the *Standards*. Previous documentation and annual reports should be referred to when developing the new Self-Study. The OA Director and PRP Chair discuss with the Program Head Plan for the Self-Study, due one year before the visit, and the Draft-Self-Study due four months before the scheduled visit. The final Self-Study is due six weeks before the onsite visit.

The Office for Accreditation provides the PRP with copies of all reports and correspondence between COA and the program since the issuance of a Notice of Concern and/or since the program was placed on Conditional status. These documents are sent to the PRP four months before the review.

The site visit will be at least one, but no more than two, business days. PRP members meet with institutional representatives, students, alumni, and others as necessary.

The PRP submits a draft report for corrections of facts to the program and the Office three weeks after the visit. The program submits corrections of fact one week later (four weeks after the visit). The PRP Chair makes factual corrections and submits the final PRP report one week after receipt of factual corrections (five weeks after the visit).

The program may submit an optional response to the PRP report. The optional response is due one week after receipt of the final PRP report, or six weeks after the visit.

The Program Head and the PRP Chair meet with the Committee at the next regularly scheduled COA meeting held in conjunction with the ALA Midwinter Meeting or Annual Conference.

Following