

PAB

Program Administrator

Orientation

March 16, 2021



Speakers



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PAB Board Member, 2015 - 2021



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Planning Accreditation Board

Mission:

To promote excellence among planning programs and to ensure high quality education for future urban planners.



Accreditation 101

“Collegial process of self-review and peer review for improvement of academic quality and public accountability of institutions and programs”

From: [Council for Higher Education Accreditation](#)

Value of Accreditation:

- Quality Assurance – Validation to Public
- Quality Improvement
- Knowledge Sharing
- Opportunity to Educate Senior Administrators
- Recruitment – Students and Employers

Accreditation 102



Council *on* Education *for* Public Health



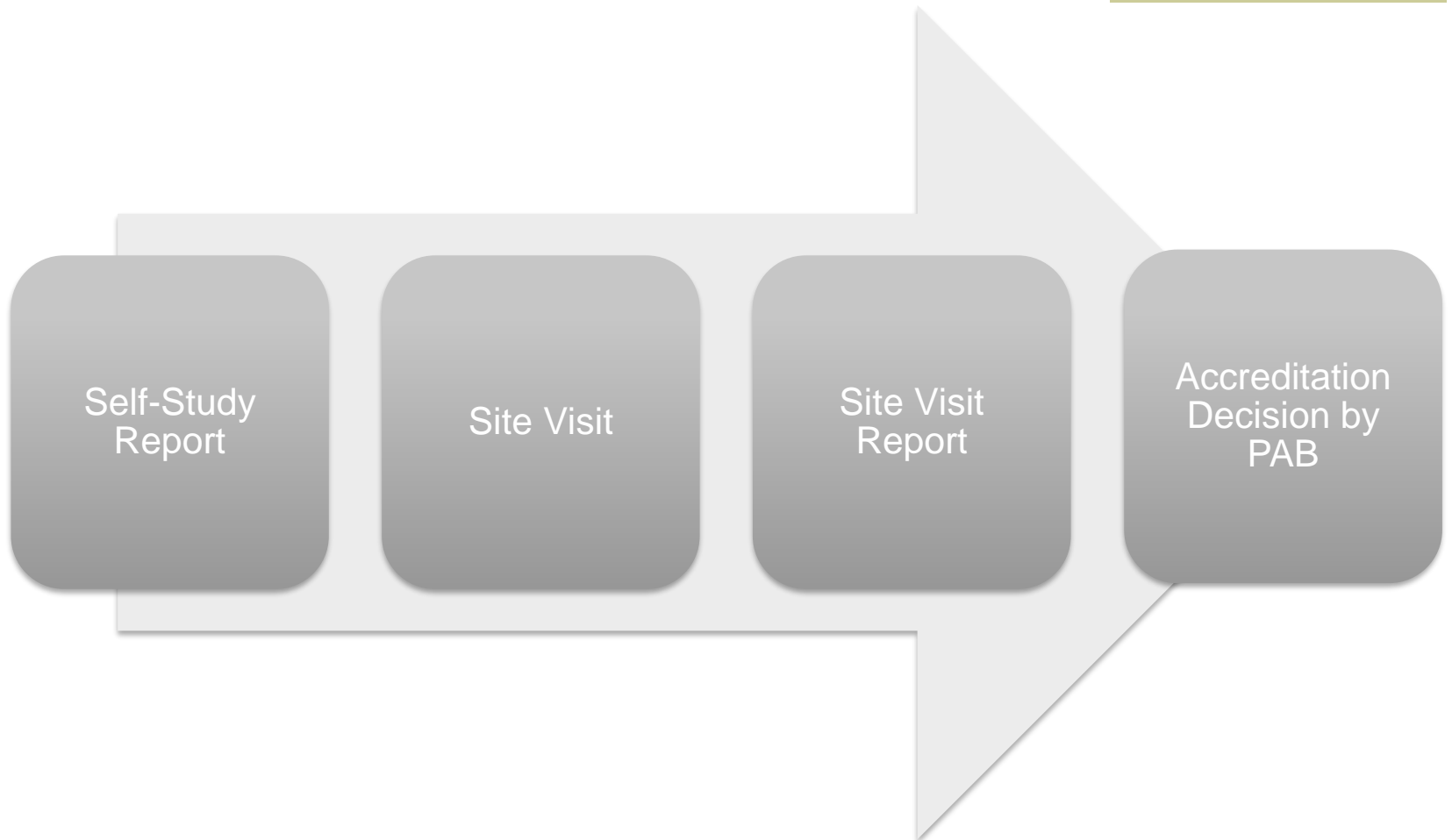
Planning
Accreditation
Board

CHEA Recognition

Value for PAB:

- Opportunity for a comprehensive self-assessment and external review of accreditation processes against specific standards
- Affirmation to the public that PAB has standards that:
 - Advance academic quality in higher education
 - Ensure accountability through consistent, clear and coherent communication to the public and the higher education community
 - Encourage programs to plan for purposeful change and needed improvement.
 - Employ appropriate and fair procedures in decision making
 - Demonstrate ongoing review of accreditation practices
- Closely monitors federal activities re: higher education

The PAB Accreditation Process

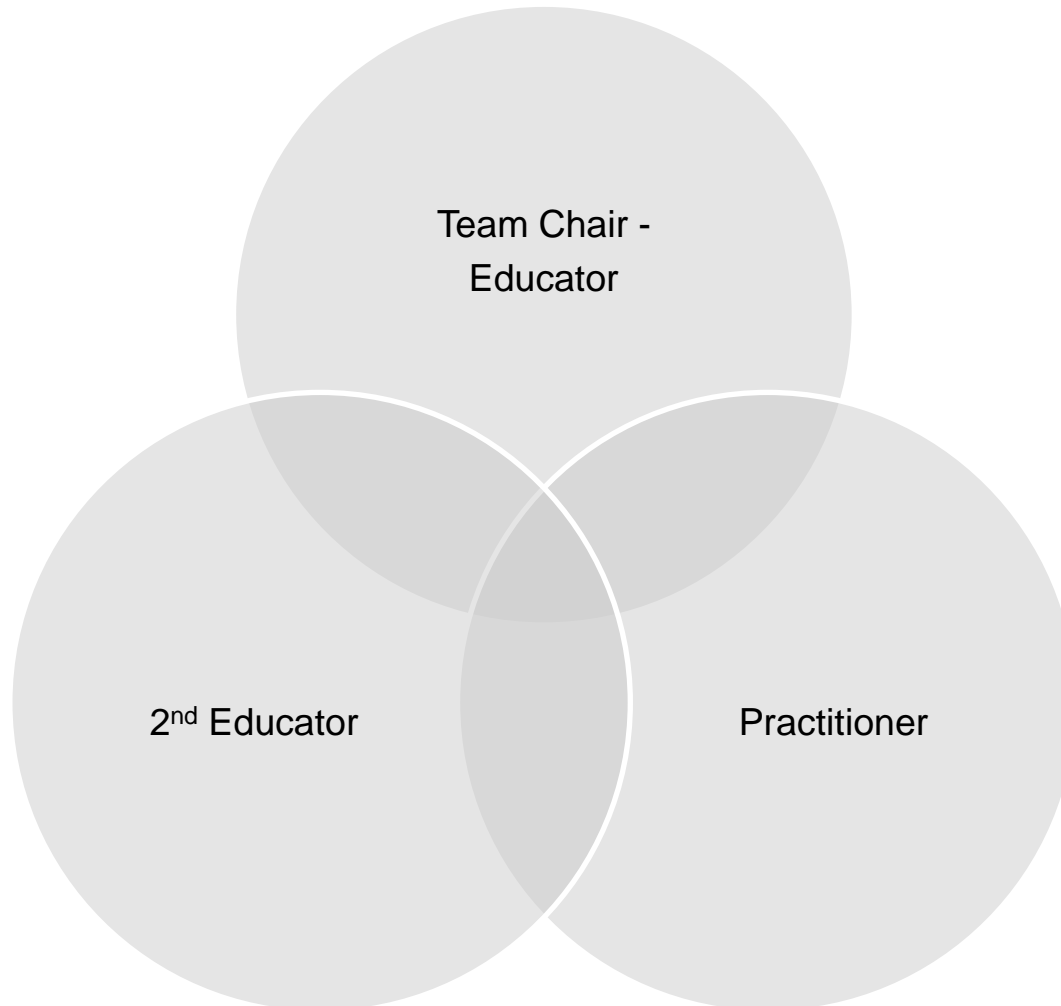


Step one: the Self-Study Report (SSR)

- Part I – Institutional signatures
- Part II – Program history, charts, data
- Part III - Standards
- Part IV
 - A – Faculty summary CVs
 - B – Syllabi
 - C – Other Documentation/Evidence

N.B. The burden is on the Program to document compliance.

Step Two: the Site Visit (SV)



Step Three: the Site Visit Report (SVR)

- Part 1 – Assessment of Compliance
- Part 2 – Program Overview and Compliance
- Part 3 – Assessment and Recommendations
 - Met, Partially-Met, or Unmet
- Part 4 – Program Strengths
- Part 5 – Furthering Excellence

Draft SVR

Final SVR

Comments
(SVT)

Comments
(PAB)

Step Four:

PAB Review and Decision

- Fall SV → Spring Review and vice versa
- 2 PAB readers → comprehensive summary
- 1 Hour: Board discussion; Q&A w/SVT Chair; Q&A w/Program Administrator; Board discussion and vote
- Possible Terms:
 - Years: 0, 2(Probation), 3, 4, 5, 6, or 7
 - Discretionary Progress Report if ≥ 3 years
 - History on PAB website



**STRIVING FOR EFFECTIVE
ACCREDITATION REVIEW
WITHOUT STRAIN OR PAIN**

Don't Aim to Ace the Test

- This is a chance to honestly figure out what you are going well and what you are not doing well.
- (*Don't blindsides your administration: get their agreement/tolerance of problems before you ask for their signature.*)

Your SSR Preparation Process

- Motto: “Deadlines Are Closer Than They Appear”
- Calendar – initially conservative – allowing for the unanticipated – and assume that it is going to take longer than you’ve planned
- Very risky to rely on a single person to organize and write the self-study – even with very small programs

Developing An Effective Internal Self-Study Preparation Process

- Build redundancy into self-study writing process – rotate sections among team members if possible – don't put all of your eggs in one basket
- Edit to ensure a consistent voice and style.
 - Would a technical editor help make the document more readable?

Your SSR Preparation Process

- This should be at least a year long process
 - Y-1: assemble your strategic plan and outcomes assessment data; assess what, if anything is missing; and set a timeline to fill the gaps; then fill them.
 - M-6: Divide sections among your faculty/staff/student leaders for discussion draft; request staff to compile c.v.'s and syllabi.
 - M-4: Review what you and your faculty have drafted; edit; discuss; share with faculty, students, alumni and administration (others?). Assemble other appendices.
 - M-2: Compile first full draft; discuss key points with key administrative officers.

Your SSR Preparation Process

- This should be at least a year long process
 1. D-30: proposed final goes to dean, provost, president for signatures.
 2. D-Day: submit **draft SSR** to PAB
 - June 15 for Fall Site Visit dates
 - September 15 for Spring Site Visit dates

Relax for a while!

PART I – SIGNATURES AND CONTACT INFORMATION

These signatures attest to the validity of the application and to the institution's support for the accreditation of the planning Program. *Original signature pages will go to PAB when the SSR is final.*

1. PLANNING PROGRAM ADMINISTRATOR

Name: _____ Phone: _____
Title: _____ Email: _____
Mailing _____ Date: _____
Address: _____ Signature: _____

2. PERSON PREPARING APPLICATION (if different from above)

Name: _____ Phone: _____
Title: _____ Email: _____
Mailing _____ Date: _____
Address: _____ Signature: _____

3. DEAN OR OTHER HIGHER ADMINISTRATOR

Name: _____ Phone: _____
Title: _____ Email: _____
Mailing _____ Date: _____
Address: _____ Signature: _____

4. INSTITUTION'S CHIEF ACADEMIC OFFICER

Name: _____ Phone: _____
Title: _____ Email: _____
Mailing _____ Date: _____
Address: _____ Signature: _____

5. INSTITUTION'S CHIEF EXECUTIVE OFFICER

Name: _____ Phone: _____
Title: _____ Email: _____
Mailing _____ Date: _____
Address: _____ Signature: _____

PLANNING STUDENT ORGANIZATION

Organization Name: _____
Student Name: _____ Phone: _____
Title: _____ Email: _____

LOCAL APA CHAPTER REPRESENTATIVE

Chapter Name: _____
Name: _____ Phone: _____
Title: _____ Email: _____



QUESTIONS ABOUT THE SSR?



THE SITE VISIT

The Site Visit: Why?

- Demonstrate the accuracy of the SSR
- Fill in the gaps that may remain from the SSR
- Build bridges and cement relationships with constituencies (showcase your program to broader community)
- Capture the attention of your faculty to degree program issues
- Build awareness among your administration
- Build consensus on the way forward

Site Visit Preparation

- Y-1: Set the dates with PAB and with your administration.
 - **Schedule entrance and exit meetings with upper administration and dean.**
 - Notify Program faculty to hold dates.
- M-6: Hold the date notices to employers, alumni, APA Chapter reps, key campus participants.
- M-4: **Invite and confirm key participants** (employers?)
 - Provide access to SSR as appropriate
 - Discuss SV with student leadership and/or student body; faculty; staff
 - Book SV hotel and other travel accommodations

Site Visit Preparation

- D-45: Draft SV schedule to PAB staff for review
- D-30: Revised draft SV schedule to PAB staff.
 - All participants lined up.
 - Hospitality arrangements made.
 - Program faculty and staff discuss process and objectives
 - Brief students about the process and their role.

During the Site Visit

- SVs need functional and comfortable work space, including at hotel.
- A capable staff member should be available to the site visitors at all times.
- You should keep your calendar clear and make time for the site visitors whenever they need you.
 - Anticipate that they will ask you for new data
 - Correct errors but do not argue about judgments
 - Engage conversations about furthering excellence



QUESTIONS ABOUT THE SITE VISIT

The Site Visit Report

- Commenting on the Draft SVR
 - Seek input and direction from your faculty and your administration to help you comment
 - Correct errors
 - Fill in gaps
- Commenting on the Final SVR
 - These comments go to the Board
 - Disagree (with evidence), but don't be disagreeable
 - Think about the value to the Program of identifying faults

The Accreditation Review Meeting

- Brief your dean and seek his/her counsel
 - also campus accreditation officer; others?
- Prepare, prepare, prepare!
 - You have only 15 minutes: speak efficiently
 - Those you speak with will have 10 SVRs in their short term memory, not only yours
 - Your opportunity for open comments will be very short; most of the time will be Q&A
 - Rehearse answers for each of the PM and UM criteria
 - Rehearse what has changed since the SV for each concern and each suggestion

The Decision

- Share the outcome with all participants and others, as appropriate
- Use as a moment for publicity and to thank members of your community
- Follow up immediately with faculty, staff and administration to set course for effective future changes

Beginning the Next Round

- Activate your internal work plan to address items that need changes
- Follow up with campus offices for items that require their action
- Set course to modify your strategic plan
- Review your process of learning outcomes assessment



QUESTIONS / DISCUSSION

PAB Resources

www.planningaccreditationboard.org

- Noteworthy Practices Document
- Self-Study Report Manual
- Accreditation Standards Training Modules
- History of Accreditation Decisions and Site Visit Team Assessments

PAB Staff

- SSR Share List
- Questions/Concerns