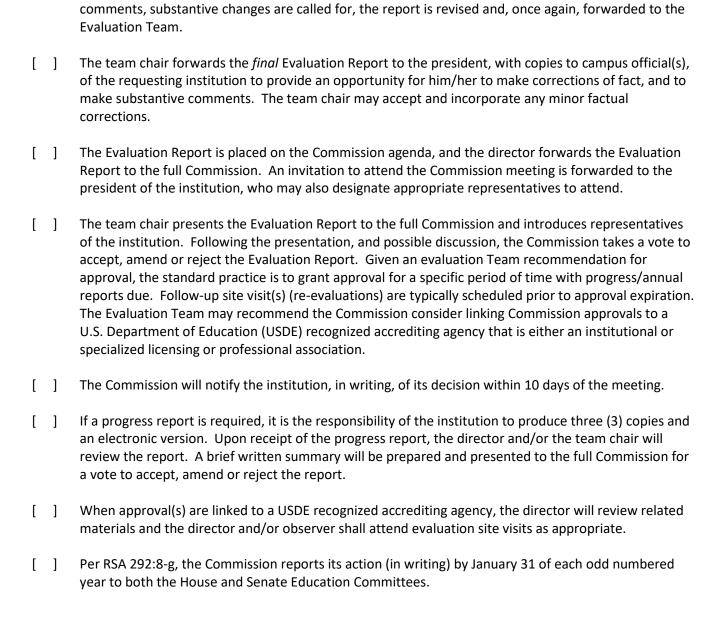**N.H. Department of Education**
Division of Educator Support and Higher Education – Higher Education Commission

COLLEGE & UNIVERSITY EVALUATION PROCEDURES
FOR AN EXPEDITED OR ADMINISTRATIVE REVIEW

[   ]   A representative from the requesting institution sets up a meeting with the director or designated representative, to discuss proposed plans. The institution representative shall identify the name of the institution, approval being sought, the reason therefore, the proposed timeline, anticipated benefits to students and the state of New Hampshire.

[   ]   The institution forwards two (2) hard copies and an electronic version of the institutional plan according to Hedc 404.04(a)(1-15), with a check made payable to: Treasurer, State of New Hampshire. *See Hedc 408.01 Fees

[   ]   The director will decide on an appropriate Evaluation Team. A site visit date is then determined and confirmed. Evaluators will sign an Evaluator Agreement and track expenses. They will submit an Expense Report to the Commission who will, in turn, invoice the institution who is responsible for payment. Checks will be made payable to evaluators and returned to the Commission. Checks will be forwarded to evaluators when the final Evaluation Report is completed and agreed upon by all parties.

[   ]   The Evaluation Team is forwarded:
- Confirmation Letter
- Evaluator Agreement
- Expense Report
- Team Contact Information
- College and University Evaluation Procedures
- Evaluation Team Report Assignments or List of Standards
- N.H. Code of Administrative Rules, Hedc 400
- History of Institution
- N.H. State Code of Ethics
- Written Plan from the Institution

[   ]   A confirmation letter is also forwarded to the president of the institution. An agenda/schedule for the visit is prepared by either the director, chair of the Evaluation Team, or a combination thereof.

[   ]   At the site visit, the following standards are considered by the Evaluation Team in the context of Hedc 400:

- Institutional Purpose and Mission
- Organization and Governance
- Educational Program
- Graduation Requirements
- Faculty
- Student Body
- Student Records
- Library and Information Resources
- Facilities and Technologies
- Financial Resources
- Public Disclosure

[   ]   Following the site visit, the team chair gathers feedback from the Evaluation Team, prepares a *draft* Evaluation Report, and forwards to the Evaluation Team for their comments. If, as a result of these

comments, substantive changes are called for, the report is revised and, once again, forwarded to the Evaluation Team.

[ ]   The team chair forwards the *final* Evaluation Report to the president, with copies to campus official(s), of the requesting institution to provide an opportunity for him/her to make corrections of fact, and to make substantive comments. The team chair may accept and incorporate any minor factual corrections.

[ ]   The Evaluation Report is placed on the Commission agenda, and the director forwards the Evaluation Report to the full Commission. An invitation to attend the Commission meeting is forwarded to the president of the institution, who may also designate appropriate representatives to attend.

[ ]   The team chair presents the Evaluation Report to the full Commission and introduces representatives of the institution. Following the presentation, and possible discussion, the Commission takes a vote to accept, amend or reject the Evaluation Report. Given an evaluation Team recommendation for approval, the standard practice is to grant approval for a specific period of time with progress/annual reports due. Follow-up site visit(s) (re-evaluations) are typically scheduled prior to approval expiration. The Evaluation Team may recommend the Commission consider linking Commission approvals to a U.S. Department of Education (USDE) recognized accrediting agency that is either an institutional or specialized licensing or professional association.

[ ]   The Commission will notify the institution, in writing, of its decision within 10 days of the meeting.

[ ]   If a progress report is required, it is the responsibility of the institution to produce three (3) copies and an electronic version. Upon receipt of the progress report, the director and/or the team chair will review the report. A brief written summary will be prepared and presented to the full Commission for a vote to accept, amend or reject the report.

[ ]   When approval(s) are linked to a USDE recognized accrediting agency, the director will review related materials and the director and/or observer shall attend evaluation site visits as appropriate.

[ ]   Per RSA 292:8-g, the Commission reports its action (in writing) by January 31 of each odd numbered year to both the House and Senate Education Committees.