

GUIDANCE FOR SITE VISIT TEAM MEMBERS

DATA GATHERING

The intent of the data gathering process is to help the institute or program meet the standards of excellence set by the profession. The process through which this goal is achieved is twofold. First, it encourages the institute or program to undertake the type of self-examination (guided by our Self Study/Application) that will lead it to determine the extent to which it functions in accord with its own standards as well as the core standards of the ACPEinc. Second, it structures a collaborative process through which data are collected and documentation is obtained to permit the site visitors to formulate and provide feedback on their impressions of the institute's or program's functioning

DATA GATHERING PRIOR TO THE SITE VISIT

The Site Visit Team will review the Self Study Application and supporting documents submitted prior to the visit to determine whether they are adequate to determine whether the institute or program adheres to the core standards of the ACPEinc. It may request additional documents prior to the visit, or request that those be available at the time of the visit.

DATA GATHERING DURING THE SITE VISIT

The Site Visit Team is responsible only for evaluating the institute or program against the Standards of Psychoanalytic Education of the ACPEinc. As a matter of principle it will limit itself to gathering data required responsibly to achieve this mission. Team members will refrain from making judgments based on how a requirement is implemented at their own institute or program. Care must also be taken not to debate with the faculty, staff, or administrators whether the institute or program complies with the standards; as the team is there solely to gather information through dialogue, observation and the review of documents; but visitors may respond informally to requests for information or guidance originated by members of

the institute or program during the course of the visit. The Site Visit Team will highlight the strengths and weaknesses of the program in the context of the core Standards and may offer suggestions for improvement in its draft site visit report.

During the site visit, the SVT will verify that the institute or program is functioning as described in the Self Study Application, and that it is in compliance with the Standards. It will perform observations, review documents, etc. adequate to achieve its mission. It will, within the constraints of the time of the visit, observe activities requested by the institute or program, for example, when a group may be particularly eager to show us an innovative or particularly excellent element of their program. It will not directly observe analyses of candidates or their patients.

INITIAL CONSENSUS PROCESS

Before departing, the Site Visit Team will meet together to engage in a consensus process that will lead to a preliminary report of its findings. If there is substantial disagreement within the SVT such that it cannot achieve consensus at the time of the site visit, the chair of *the SVT will report that to the Chair of the Standing Committee on Accreditation.*

CLOSING MEETING

At the conclusion of the site visit, the Site Visit Team will conduct an open meeting with members of the institute or program to provide a preliminary impression of the findings of the site visit and to respond to questions. Prior to opening the meeting for questions, the team will clarify that the purpose of the meeting is to provide a preliminary and non-binding overview of their findings and to answer questions, but it will not debate or defend the findings with the representatives of the institute or program. The team may assure the institute or program that it will have an opportunity to provide a written response to the report if it believes there are inaccuracies or that the team reached an incorrect decision in making a non-compliance determination with regard to one or more of the standards.

CONTINUING CONSENSUS PROCESS AND DEVELOPING REPORT

After departing the institute or program, subsequent discussions may be held in person or by synchronous or asynchronous electronic communication, to elaborate or to revise the report.

The evaluation will be based on whether an institute or program

- Maintains clearly specified educational objectives that are consistent with its mission and appropriate in light of the degrees or diplomas awarded;
- Is successful in achieving its stated objectives;
- Maintains degree and diploma requirements that conform to commonly accepted standards; and
- Complies with ACPEinc standards.

The report will also include an analysis of the institute's or program's performance with respect to student achievement.

b. A preliminary draft of the report will be submitted to the institute or program for review, factual corrections, and comments within two (2) weeks after the conclusion of the site visit. Factual corrections, if verified, will be included in the final version. After receiving the comments of the institute or program the SVT will amend the preliminary report as needed and submit it to the Chair of the Standing Committee on Accreditation of the ACPEinc.

STANDING COMMITTEE ON ACCREDITATION

The Standing Committee on Accreditation will discuss the report and determine the action that it will recommend to the Board of Trustees. At the discretion of the chair of the SCA the leader of the Site Visit Team will be invited to meet with the Committee. After the close of the meeting, the leader of the SVT in consultation with the chair of the SCA will prepare a final report for submission to the ACPE Board of Trustees. The report will include findings of the SVT and statements of the institute's or program's compliance with the ACPEinc standards, including areas needing improvement; and the institute's or program's performance with respect to student achievement. It should include a recommendation to the Board about which accreditation option the Site Visit Team thinks appropriate. In an effort to aid institutes or programs applying for accreditation to improve their programs, the report may include suggestions for improvement even when, the institute or program meets standards for accreditation. The final report will be submitted for review to the Chair of the ACPEinc Standing Committee on Accreditation, who will present it to the Board of Trustees.

The accrediting options that can be recommended in the Final Site Visit Report are

- Full Accreditation: When the Site Visit Team finds that all significant core standards are being met. Full accreditation is for up to 7 years.
- Provisional Accreditation: When the Site Visit Team finds that nearly all significant core standards are being met, but some important standards are not yet achieved. Provisional accreditation is for up to 2 years. If by the end of that time, the institute or program can provide evidence that the standard(s) not previously met are now met, full accreditation may be granted. Such accreditation will be for not more than 6 years from the date of the granting of provisional accreditation.
- Deferred accreditation: When the Site Visit Team finds that significant standards are not yet met, but many standards are being met the Site Visit Team should recommend deferred accreditation. The institute or program may request another site visit when their self-evaluation convinces them that it will result in full accreditation.
- Denied accreditation: When the Site Visit Team finds that the institute or program does not meet a significant portion of the core standards. The institute or program may reapply for accreditation after a period of not less than 4 years.

Approved by the Accreditation Council for Psychoanalytic Education Board of Trustees 20110426; 20150721