

GNPEC Initial Site Visit Guidelines

The following items, derived from the Georgia Nonpublic Postsecondary Education Commission (GNPEC) Minimum Standards Criteria, are evaluated during a GNPEC site visit. Should an area need modification or comment, the Regulatory Specialist (RS) will provide instructions either during the site visit or in the follow-up site visit summary.

1. Educational Program-Curriculum/Admissions (Standard 1)
 - a. The institution demonstrates that it has lesson plans and/or syllabi available for each class or course taught in a program of study
 - b. The institution provides evidence that appropriate exit criteria have been established for determining successful completion of course work (ex. exams, completed required assignments per the syllabus or course equivalence, etc.)
 - c. Institution provides evidence of instructional materials pertinent to the course offerings, such as textbooks, resource materials, and equipment

2. Faculty (Standard 3)
 - a. Number of full-time faculty employed at the institution
 - b. Number of part-time faculty employed at the institution

3. Physical facilities (Standards 2, 6 and 14)
 - a. Adequate space for instructional and non-instructional areas
 - b. Adequate facilities and equipment must be available for instruction and education of good quality (based on the programmatic content, number of students, instructional modality, and equipment needs)
 - c. Restrooms, offices, lounges, storage and maintenance rooms provided
 - d. Complaint procedure is prominently posted
 - e. Notify that Certificate of Authorization must be posted
 - f. Online Platform (when relevant) is available for review and demonstration

4. Digital Infrastructure (Standards 2 and 14) For Online Programs
 - a. Institution has a curricular platform through which the students and faculty communicate, give and receive instruction, submit work, and provide feedback
 - b. Institution has the complaint process clearly marked on the student platform
 - c. Institution has 24-hour technical support available
 - d. Institution has established adequate online security protocols

5. Learning Resource System (LRS) (Standard 2)

- a. LRS (libraries, texts, electronic resources, laboratories, computers, internet access, research databases, any materials that support a student's educational experience) is easily and readily accessible to students and faculty at all times
- b. LRS materials are appropriate to the courses of study and their respective educational levels
- c. LRS is managed by a qualified person who orients, trains, and assists students and faculty in its usage

6. Notification of Expectations for Record Keeping (Standards 3 and 6)

- a. Files must be maintained for each faculty member containing data validating the individual's academic and professional experience
- b. Student records (SR) stored digitally/remotely via cloud storage or a second copy is stored offsite
 - i. If paper files are temporarily maintained, they must be kept in secure, fireproof storage pending transfer to permanent digital file
 - ii. SR must document previous training and education
 - iii. SR must document grades and attendance
 - iv. SR must include complete financial record
- c. Institution has developed a plan for gathering and recording placement information of students for a minimum of one year after the completion of their coursework
- d. RS provides institution with any/all GNPEC record-keeping checklists and templates
- e. RS provides institution with expectations for the Renewal of Authorization process and the requirements/procedure for submitting relevant "change" documents.

7. Notification of Expectations for Self-Assessment and Quality Improvement (Standard 1)

- a. Written plan to determine the effectiveness of the institution and each of its programs is available for review
- b. Evidence of periodic evaluations to determine long-range and general effects of instruction (ex. surveys, graduation rate, placement information) are available for review