**GNPEC Initial Site Visit Guidelines**

**The following items, derived from the GNPEC Minimum Standards, are evaluated during a GNPEC site visit. Should an area be in need of modification or comment, the Regulatory Specialist will provide instructions either during the site visit or in the follow up site visit summary.**

1. Educational Program-Curriculum/Admissions (Standard Two)
	1. The institution demonstrates that it has lesson plans and/or syllabi available for each class or course taught in a program of study \_\_\_\_\_\_\_\_
	2. The institution provides evidence that appropriate exit criteria have been established for determining successful completion of course work (i.e. exams, completed required assignments per the syllabus or course equivalence, etc.) \_\_\_\_\_\_\_\_
	3. Institution provides evidence of instructional materials pertinent to the course offerings, such as textbooks, resource materials, and equipment \_\_\_\_\_\_\_\_\_
2. Faculty (Standard Three)
	1. Number of full-time faculty employed at the institution \_\_\_\_\_\_\_\_
	2. Number of part-time faculty employed at the institution \_\_\_\_\_\_\_\_
3. Physical facilities (Standard Four)
	1. Adequate space for instructional and non-instructional areas \_\_\_\_\_\_\_\_
	2. Proper lighting and HVAC equipped facilities \_\_\_\_\_\_\_\_
	3. Protocol to ensure safety is maintained (campus security)\_\_\_\_\_\_\_
	4. Restrooms, offices, lounges, storage and maintenance rooms provided\_\_\_\_\_\_\_\_
	5. Emergency medical equipment (first aid supplies) provided with instructions \_\_\_\_\_\_\_\_
	6. Complaint procedure is publically posted on at least 8.5 x 11 size paper with 18 size font (Standard Ten) \_\_\_\_\_\_\_\_
	7. Notify that Certificate of Authorization must be posted
4. Learning Resource System(LRS) (Standard Five)
	1. 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 \_\_\_\_\_\_\_
	2. LRS materials are appropriate to the courses of study and their respective educational levels \_\_\_\_\_\_
	3. LRS is managed by a qualified person who orients, trains, and assists students and faculty in its usage \_\_\_\_\_\_\_
5. Notification of Expectations for Record Keeping (Standards Three, Seven, and Eleven)
	1. Files must be maintained for each faculty member containing data validating each individual’s academic and professional experience \_\_\_\_\_\_\_\_\_
	2. Student records (SR) must be housed in a two hour fireproof vault or a second copy is stored offsite and/or in electronic form \_\_\_\_\_\_\_
	3. SR must document previous training and education \_\_\_\_\_\_\_\_
	4. SR must document grades and attendance \_\_\_\_\_\_\_\_
	5. SR must include complete financial record \_\_\_\_\_\_\_\_
	6. 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 \_\_\_\_\_\_\_\_
6. Notification of Expectations for Self-Assessment and Quality Improvement (Standard Six)
7. Written plan to determine the effectiveness of the institution and each program 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 \_\_\_\_\_\_\_