



TAPAC Accreditation Reviewers:

Tips and Best Practices for the Accreditation Review Preparation, Process, and Report

Coordinator: Carol Warfield (TAPAC Executive Director)

Presenters: Andy Reilly (University of Hawai'i, Mānoa), Kathleen Rees (Texas A&M University, Kingsville), Rinn Cloud (Baylor University), Tammy Kinley (University of North Texas), Sherry Schofield (Florida State University), and Missy Bye (University of Minnesota),

This Special Topic Session focused on guidelines and tips for current and potential reviewers for the Textile and Apparel Programs Accreditation Commission accreditation process. The session was divided into five components: (1) overview of the accreditation process, (2) planning for the site visit, (3) the site visit, (4) writing the report, and (5) conclusion. The overview included the vision, mission, and purpose of TAAC; a review of the timeline for the accreditation process; the structure of an accreditation team; and a review of the qualifications for reviewers. When planning for the site visit, reviewers should review and assess the self-study report supplied by the program, assign sections for team reviewers to manage, and prepare questions. During the program site visit, reviewers will meet with university, college, department, and program administrators; library, IT, support services personnel; and faculty, students, alumni, employers, and advisory board members. The goal is to learn about the program from their perspective. The site visit will also include a facilities tour and ends with an exit meeting where the team reports their findings. Tips for what to do when not on campus were also discussed. Following the site visit, the team will write their report, which includes a cover page, executive summary, and assessment of each standard. The team has 45 days after the site visit to write the report and deliver to the Executive Director. The program has two weeks then to review the report for factual errors, followed by two weeks for the review team to edit the factual errors and deliver their final report. The program then has 30 days to respond to the report. The final component of the Special Topic Session was to answer questions.