Preparation of Schools for PAASCU Accreditation: A Commitment to Enhance School Standards (May 18, 2010)

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PAASCU CHARTER MEMBERS

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De La Salle University
College of the Holy Spirit
Maryknoll College
San Beda College
St. Joseph’s College, Q.C.

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PHILIPPINE ACCREDITING
ASSOCIATION OF
SCHOOL’S COLLEGES AND
UNIVERSITIES
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Private voluntary accreditation provides the opportunity for an educational institution to attain standards above those prescribed as minimum requirements by the government.
1. To stimulate and integrate the efforts of educational institutions to elevate the standards of education

2. To strengthen the capabilities of schools of service to the nation
3. To encourage and assist schools which have the potential and interest to improve themselves through continuing evaluations and quality assurance mechanisms

4. To provide counsel and assistance to established developing institutions and programs
Accreditation is a planned systematic review process carried out by an organization, institution or program to determine whether national published standards are being met, maintained, and enhanced.
ACCREDITATION IS...

- A **process** by which institutions or programs continuously upgrade their educational quality and services through self-evaluation and the judgment of peers.
- A **concept** based on self-regulation which focuses on evaluation and the continuing improvement of educational quality.
- A **status** granted to an educational institution or program which meets commonly accepted standards of quality or excellence.
BASIC CHARACTERISTICS OF ACCREDITATION

- its prevailing sense of volunteerism;
- its strong tradition of self-regulation;
- its reliance on evaluation techniques;
- its primary concern with quality.
WHAT ARE PAASCU’S STANDARDS?

PAASCU does not impose arbitrary standards: a school is judged to the extent to which the school’s purposes and objectives are being achieved. Essential then to the accreditation process is the self-survey made by the institution applying for accreditation.
HOW ARE THESE STANDARDS MEASURED?

PAASCU judges an institution not by comparison with other institutions but primarily by the degree to which each institution’s own avowed purposes are matched by actual practice in the various areas being evaluated.
AREAS FOR EVALUATION

- Purposes and Objectives
- Faculty
- Instruction
- Library
- Laboratories
- Physical Plant
- Student Services
- Administration
- School and Community
PURPOSES AND OBJECTIVES

The self-survey begins with the vision-mission. The institution is required to clarify its goal and objectives. All other areas will be surveyed in the light of the vision-mission and the goals of the institution.
This area looks into the qualifications of the faculty, academic degrees, teaching experience, teaching performance, salary and fringe benefits, faculty development program, etc.
Instruction

This area looks into the delivery of instruction, the curriculum, syllabi, classroom management, supervision of instruction, academic counseling, and co-curricular activities.
This area looks at the library holdings, audio visual aids and other equipments or technologies that support the school’s academic programs.
Laboratories

This area examines laboratory facilities and equipment needed in general science, biology, physics, and chemistry. It also looks at computer laboratories and reading/speech laboratories.
This area looks at the different buildings and facilities of the school campus in terms of function, maintenance, safety and adequacy.
This area examines the different services to students outside the classroom, such as guidance and counseling, extra curricular activities, cafeteria services, health services and other services.
This area looks at the different aspects of school governance: the organizational chart, qualifications and performance of administrators, business and records management, planning and development.
School & Community

This area focuses on the school’s service to the community in a more direct and immediate manner and how it impacts on the formation of students.
CATEGORIES OF MEMBERSHIP

Applicant Status

- Application letter from the School Head to the PAASCU Board of Directors
- DepEd Certificate of Recognition
- Mission statement and goals of the school
- Members of the governing board and their qualifications
- Copy of school by-laws
Faculty members and their qualifications

Enrollment figures

Conduct a self-evaluation (Self-Survey) on the 8 areas for evaluation upon receiving an acceptance letter from PAASCU

Undertake a Preliminary Survey Visit
Candidate Status

- Completion of a Preliminary Survey
- Implementation of the recommendations of the Preliminary Survey Team
- Conduct a Self-Survey
- Undertake a Formal Survey Visit
Member Status

- Completion of a Formal Survey and has been granted accreditation
- Implementation of the recommendations of the Formal Survey Team
- Conduct a Self-Survey
- Undertake a Re-survey Visit
Kinds of Accreditation Visits

- Preliminary Survey Visit
- Formal Survey Visit
- Re-survey Visit
FLOW CHART LEVEL I-III CERTIFICATION for BASIC EDUCATION INSTITUTIONS

Preliminary Survey
(1 or 2 years) → Candidate Status

Formal Survey
(3 years) → Level I – Accredited Member Status

1st Resurvey
(3 or 5 years) → Level II – Re-accredited Status

2nd Resurvey
(3 or 5 years) → Level III – Re-accredited Status

Eligible to Apply for Level III plus additional criteria set by DepEd
THE SELF-SURVEY

- Helps to diagnose difficulties or weaknesses in the institution
- Provides a basis for making decisions about needed improvements
- Assists in making priorities for improvements
- Serves to point out the strengths of the school
HOW TO CONDUCT THE SELF-SURVEY PROCESS

Step One: Request PAASCU for an orientation on the accreditation and self-survey process

Step Two: Organize the SELF-SURVEY STAFF
COMPOSITION OF SELF-SURVEY STAFF

• EXECUTIVE COMMITTEE
  - Chair
  - Co-Chair
  - Secretary
  - Area Chairs
  - Advisers/Consultants

• AREA SUBCOMMITTEES
  - Chair
  - Co-chair
  - Secretary
  - Members (Teachers and Staff)
SELF-SURVEY PROCESS continued...

Step Three: Reaffirm/formulate/reformulate the school’s vision, mission and goals

Step Four: Answer the self-survey form

A. Do an Analysis:
   - Gather data
   - Conduct meetings
   - Undertake surveys
B. Do an Evaluation

Rate the provision or condition using a five point scale

5 – Excellent
4 – Very Good
3 – Good
2 – Fair
1 – Poor
M – Missing: if the provisions or conditions are missing but needed

O - Does not apply: if the provisions or conditions do not apply or are not desirable
SELF-SURVEY PROCESS continued...

Step Five: Answer the “COMMENTS” section of the self-survey form

Step Six: Formulate the “BEST FEATURES” and “RECOMMENDATIONS” of the areas being surveyed

BEST FEATURES:
The school commends...

RECOMMENDATIONS
The school recommends
Step Seven: Compute the statistical rating for each area

Step Eight: Present area reports to the school community for feedback and suggestions. Integrate into the report feedback and suggestions if appropriate.
SELF-SURVEY PROCESS continued...

Step Nine: Consolidate the Institutional Self-Survey Report

Step Ten: Submit to PAASCU the Self-Survey Report pertinent documents one month before the visit of the accrediting team.
OTHER PERTINENT DOCUMENTS

- Statutes or By-laws
- Administrative Manual
- Faculty Manual
- Student Handbook
- Organizational Chart
- Current Enrollment Figures
- Class Schedules
- School Newspaper
- Literary Magazine
A team of voluntary accreditors is sent to visit the institution to validate the self-survey done by the school.

Classroom observations are done; individual interviews & group meetings are held; facilities are checked; and operations are observed.

Progress report

Wrap up
PREPARING FOR THE VISIT

- Set up the room/headquarters for the visit
- Coordinate with the PAASCU Office for the accreditors’ transportation, board and lodging
- Welcome the Accrediting Team
- Orientation Kits
- Name tags or IDs
- Tokens
THE FINAL DECISION

The Team’s report is submitted to the respective Commission within PAASCU (Elementary, Secondary, or Basic Education) and reviews the recommendation of the Team.

The Commission then submits the report to the PAASCU Board of Directors for the final decision.

The Decision is relayed to the school with a written report.
FINAL WORD

- A climate of self-reflection pervades an accredited school.
- There is a readiness to examine itself periodically in its various areas of concern.
- There is shared commitment to institutional improvement.
FINAL WORD

- An accredited school is not a perfect school but it is a genuinely good school. It is effectively doing what it says it should be doing according to its stated purposes and objectives.
PAASCU SECRETARIAT

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THANK YOU!