**COLLEGE QUALITY ASSURANCE AUDIT PROCESS (CQAAP)**

**AUDIT REPORT**

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| Click to enter college name **DATE OF SITE VISIT:** Click here to enter a date.**PREPARATION DATE:** Click here to enter a date.**SUBMISSION DATE:** Click here to enter a date.**PREPARED BY:** Click here to enter text. |

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# APPROVAL OF THE AUDIT REPORT

This report represents the findings of the College Quality Assurance Audit Process for ***insert name of college***.

This report has been prepared, reviewed, and accepted by all parties to the Audit, including the college President, members of the audit panel, and the Chair of the OCQAS Management Board. The signatures of the representative parties demonstrate their acceptance of the content of this report.

**COLLEGE PRESIDENT**

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| --- | --- |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CHAIR- OCQAS MANAGEMENT BOARD**

|  |  |
| --- | --- |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**AUDIT PANEL MEMBERS**

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| --- | --- |
| *Chair*Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Panelist*Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Panelist*Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# EXECUTIVE SUMMARY

## Conclusions

*General comments and summary of the findings of the audit panel.*

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## Results

* 1. **Audit Results**

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| **Standard** | **Result** |
| **1** | [ ] Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

**Audit Decision:** *(select one)*

[ ]  Mature Effort

[ ]  Organized Effort

[ ]  Formal Effort

# AUDIT PROCESS

## Self-Study Documentation Review

* 1. Description of the process used to review the materials received from the college.

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* 1. Comments on the **relevancy** and **adequacy** of the Self-Study Report.

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* 1. Comments on the college’s ability to meet the Program Selection requirements established by the OCQAS.

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## Site Visit

1. Comments on the logistics of establishing and conducting the Site Visit.

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1. Comments on the ‘exit meeting’ held with the Senior Administrators from the college at the end of the site visit.

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## Final Assessment and Draft Report

1. Description of the process used by the audit panel to review all supplemental materials and information collected prior to or during the site visit.

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1. Comments on how the supplemental materials impacted the audit panel’s final assessment.

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1. Description of the process used by the audit panel to draft the final report.

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# Compliance with Standards and Requirements

Below is a chart that records the audit panel’s findings following the review of the college’s quality assurance mechanisms. The audit panel must supply sufficient evaluative narrative to demonstrate the reasoning which led to its decision. Particularly if any remediation is required, the college must be able to understand the nature of the weakness to be addressed and appropriate action points should be provided. Similarly, the college needs to understand the areas of strength upon which they can continue to build.

## Standard 1 PROGRAM QUALITY MANAGEMENT SYSTEM

|  |  |
| --- | --- |
| **Requirement** | **Result** |
| **1.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **1.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **1.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **1.4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **1.5** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **1.6** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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## Standard 2 PROGRAM DEVELOPMENT

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| --- | --- |
| **Requirement** | **Result** |
| **2.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **2.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **2.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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## Standard 3 CONFORMITY WITH GOVERNMENT REQUIREMENTS

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| --- | --- |
| **Requirement** | **Result** |
| **3.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **3.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **3.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **3.4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **3.5** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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## Standard 4 PROGRAM DELIVERY AND STUDENT ASSESSMENT

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| --- | --- |
| **Requirement** | **Result** |
| **4.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **4.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **4.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **4.4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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## Standard 5 EXISTENCE, MONITORING AND COMMUNICATION OF ACADEMIC POLICIES AND PRACTICES

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| --- | --- |
| **Requirement** | **Result** |
| **5.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.5** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.6** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **5.7** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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## Standard 6 AVAILABILITY AND ALLOCATION OF COLLEGE-WIDE RESOURCES

|  |  |
| --- | --- |
| **Requirement** | **Result** |
| **6.1** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.2** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.3** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.4** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.5** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.6** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |
| **6.7** | [ ]  Met  | [ ]  Partially Met  | [ ]  Not Met  |

## Evaluative Narrative

*Articulation of reasons for the audit panel’s findings and any action points recommended to the college.*

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# Overall impressions

Comment on the **comprehensiveness**, **adequacy**, and **effectiveness** of the college’s implementation of its quality assurance processes/ mechanisms/ activities, therefore the college’s compliance to its quality assurance policies and its ability to meet the Standards and Requirements.

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# STIPULATIONS

## Commendations

Provide clear statements that articulate areas where the college has shown exemplary or leadership in the field of quality assurance and improvement. These are mechanisms that are especially good and may be worthy of emulation by other colleges in the system.

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## Affirmations

Provide clear statements that articulate areas where the college itself has found a weakness, identified the weakness, and intends to correct it (a plan of action has already been articulated). In effect, this is affirming the college’s judgment and findings of its own self-study.

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## Recommendations

Provide clear statements that articulate areas as needing improvement. Recommendations may also be made in relation to areas of concern identified by the college in its self-study, and for which no plan of action has been articulated by the college.

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