

CALIFORNIA ASSOCIATION FOR ALCOHOL/DRUG EDUCATORS ACCREDITATION COMMITTEE SELF STUDY CHECK LIST

The accreditation proposal shall be organized in the order of the following checklist. Documentation should clearly demonstrate in writing that the requested data exists and/or provide a timeline indicating when it will be completed. Fill in the shaded areas in this form and save your file with your college name and the date (**XYZCollegeAccreditation_01-02-2014.doc**). Submit completed form and supporting files to director@caade.org. (Space for narrative is provided on page 4)

College/University:	Date:
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I. CURRICULUM	Yes	No	Comments
A. Is there at least 20% release time for director of program?	<input type="checkbox"/>	<input type="checkbox"/>	
B. 1. Is there a program philosophy or mission statement?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are all course outlines enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are course descriptions included in the course outline?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are course objectives included in the course outlines?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are evaluation procedures contained in the course outlines?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is there a syllabus from the individual instructor for each course offered?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the program addressing the diversity of the student population?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is program reviewed periodically for current information?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the program designed to meet the minimum standards of the Guidelines for Higher Education Curriculum Manual?	<input type="checkbox"/>	<input type="checkbox"/>	
II. TEACHING AND INSTRUCTIONAL MODALITIES	Yes	No	Comments
A. Are there provisions for learning skills through a variety of modalities such as:			
1. Written assignments	<input type="checkbox"/>	<input type="checkbox"/>	
2. Essays and research reports	<input type="checkbox"/>	<input type="checkbox"/>	
3. Review of current articles	<input type="checkbox"/>	<input type="checkbox"/>	
4. Audio visual presentations	<input type="checkbox"/>	<input type="checkbox"/>	
5. Field experience (at least 200 hours)	<input type="checkbox"/>	<input type="checkbox"/>	
B. Are there provisions for providing learning experiences that include:			
1. Verbal presentations	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lab experiences and/or practicum experiences	<input type="checkbox"/>	<input type="checkbox"/>	
3. Analytical experiences (Problem Solving Activities)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Written expression	<input type="checkbox"/>	<input type="checkbox"/>	
5. Skill exercises	<input type="checkbox"/>	<input type="checkbox"/>	
C. Are the following modalities utilized in providing the above mentioned learning experiences:			
1. Lecture presentations	<input type="checkbox"/>	<input type="checkbox"/>	
2. Term projects	<input type="checkbox"/>	<input type="checkbox"/>	
3. Discussions	<input type="checkbox"/>	<input type="checkbox"/>	
4. Actual work experience	<input type="checkbox"/>	<input type="checkbox"/>	
5. Guided discussions	<input type="checkbox"/>	<input type="checkbox"/>	
6. Reading assignments	<input type="checkbox"/>	<input type="checkbox"/>	
7. Independent assignments	<input type="checkbox"/>	<input type="checkbox"/>	
8. Instruction via Media	<input type="checkbox"/>	<input type="checkbox"/>	
9. One to one supervision	<input type="checkbox"/>	<input type="checkbox"/>	

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10. Guest speakers	<input type="checkbox"/>	<input type="checkbox"/>	
11. Small group exercises	<input type="checkbox"/>	<input type="checkbox"/>	
12. Field experience	<input type="checkbox"/>	<input type="checkbox"/>	
13. Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	
III. LIBRARY AND MEDIA RESOURCES	Yes	No	Comments
A. Submit list of subscriptions to periodicals and journals relevant to addictions.	<input type="checkbox"/>	<input type="checkbox"/>	
B. Submit list of alcohol drug audio visual, VCR Tapes, Films, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
C. Are audio and media resources readily available to students?	<input type="checkbox"/>	<input type="checkbox"/>	
NOTE: Does self study reflect a timeline to accomplish above objectives if not currently in place? (i.e., purchase orders)	<input type="checkbox"/>	<input type="checkbox"/>	
IV. FACULTY QUALIFICATIONS	Yes	No	Comments
A. Do faculty vitas and other teaching certification documentation reflect faculty training/experience to carry out the program?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Are all faculty vitas included?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Submit evidence of Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	
V. ADMISSION, GUIDANCE, EVALUATION			
A. ADMISSIONS(submit copies of the following) I	Yes	No	Comments
1. Is there a written admissions policy?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are there means to refer students who do not possess the necessary academic skills?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are students informed of the skills that will be necessary to complete the program?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a policy to give credit for completion of equivalent curriculum requirements from other institutions?	<input type="checkbox"/>	<input type="checkbox"/>	
B. GUIDANCE			
1. How are the students given information concerning:	<input type="checkbox"/>	<input type="checkbox"/>	
a. Tutoring services available	<input type="checkbox"/>	<input type="checkbox"/>	
b. Remediation service/learning assistance	<input type="checkbox"/>	<input type="checkbox"/>	
c. Library services	<input type="checkbox"/>	<input type="checkbox"/>	
d. Student services	<input type="checkbox"/>	<input type="checkbox"/>	
e. Health services	<input type="checkbox"/>	<input type="checkbox"/>	
f. Financial aid	<input type="checkbox"/>	<input type="checkbox"/>	
g. How is student advisement provided?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Submit copy of your program information given to students, e.g., student handbook.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are students advised of the institution's alcohol/drug policy? (submit copy)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a due process policy? (submit Copy)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are students advised of the college policy on cheating and plagiarism?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Explain how your program promotes a learning environment that encourages retention and academic success. Show evidence to support this process.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does each course syllabus contain the following:	Yes	No	Comments
a. Course description	<input type="checkbox"/>	<input type="checkbox"/>	
b. Course objectives	<input type="checkbox"/>	<input type="checkbox"/>	
c. Course requirements	<input type="checkbox"/>	<input type="checkbox"/>	
d. Attendance policy	<input type="checkbox"/>	<input type="checkbox"/>	
e. Grading policy	<input type="checkbox"/>	<input type="checkbox"/>	

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Begin narrative here (Mission statement, history, course listing, etc.)

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ACCREDITATION COMMITTEE REVIEW

Reviewed by	Reviewed by	Reviewed by
Accreditation Committee Chair:		
CAADE Executive Director		
Approved this date of:		
Provisional Approval Until:		
Disapproved:		

Based on the following deficiencies program accreditation is not approved at this time. You are requested to resubmit as soon as the below deficiencies are corrected.