

(For implementation in 2025)

Institutional certified evaluation and accreditation for colleges of
technology

Guidelines for Site Visits

National Institution for Academic Degrees and Quality Enhancement of
Higher Education

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I Outline of the Site Visit

1 Objectives

The self-assessment report submitted by each college of technology by the end of June of the evaluation year is reviewed by the Evaluation Subcommittee organized under the Committee for Institutional Certified Evaluation and Accreditation for Colleges of Technology.

The purpose of the site visit is to investigate the situation of the college of technology to be evaluated (hereinafter referred to as the “evaluated college”), focusing on matters that could not be confirmed in the document analysis, convey the evaluation results to the evaluated college, and reach a common understanding on its situation with the evaluated college.

2 Implementation details

The site visit will be conducted as described in (1) to (3) below. Additional investigation items may be added depending on the document analysis results.

In addition, the details of (2) and (3) are described in Section IV: Responses on the day of site visit schedule A and Section V: Responses on the day of site visit schedule B.

(1) Preliminary hearing [pre-survey of the site visit] (online)

- Prior to the inspection of educational places, the survey of the learning environment, and interview for opinion hearing, an online hearing of opinions from faculty members and administrative staff members, current students, and graduated (completed) students are conducted.

(2) Inspection of educational places and survey of the learning environment [Site visit A] (Visit to the evaluated college)

- An evaluator visits the evaluated college to inspect the classes, facilities, and equipment.
*If necessary, the evaluator may survey the items listed in the “status of analysis by document analysis” and “items to be confirmed during the site visit” (see II 2 (3)).

(3) Interview for opinion hearing, evaluation team meeting, explanation of site visit results to college officials, and hearing their views [Site visit B] (via a web-based meeting system).

- Interviews with college officials (responsible individuals, faculty members and administrative staff members, and current students) will be conducted to gather their opinions.
*No interviews will be conducted with graduated (completed) students.
- Supplementary collection of materials and data that serve as the evidence may be conducted, as necessary.
*From the perspective of emphasizing the internal quality assurance of education, the evaluation team collects materials that could not be confirmed in document analysis, checking whether the necessary systems, mechanisms, and rules have been established.
- The evaluation team explains the results of the site visit to the college officials (responsible individuals) and hears their views.

3 Implementation date and system

The implementation schedule for the site visit and the agenda for the day is determined by the Evaluation Subcommittee after consultation with the evaluated college through the NIAD-QE secretariat, taking into account

factors such as the scale of the evaluated college and the amount of survey content, so that the planned survey can be sufficiently implemented. The site visit is conducted in the following order: pre-survey of the site visit, Site Visit A, and Site Visit B. Generally, the site visit B is conducted approximately one to two weeks after the implementation of Site Visit A.

Generally, Site Visit A is conducted by a subset of evaluators who belong to the evaluation team organized for each evaluated college under each Evaluation Subcommittee, accompanied by a small number of NIAD-QE staff members.

Site Visit B is generally conducted by the evaluation team organized for each evaluated college under each Evaluation Subcommittee and is attended by a small number of NIAD-QE staff members.

II Preparation up to the Implementation of the Site Visit

Preparations for the implementation of the site visit should be carried out in the following order: 1. Preparations for determining the date of the site visit (around June to July) and 2. Preparations for determining the schedule of the site visit. (around September)

1 Preparations for determining the date of the site visit (around June to July)

The NIAD-QE secretariat inquires with the evaluated college about the schedules from late September to early December. Based on the responses, the secretariat coordinates with the Evaluation Subcommittee on the days when the site visit can be carried out. A site visit schedule (example), including the confirmed site visit implementation dates for Site Visits A and B, is then prepared and notified to the evaluated college by the end of June.

The Evaluation Subcommittee determines the attributes of the individuals to be interviewed and notifies the evaluated college through the secretariat.

The evaluated college should coordinate the schedules of the parties concerned, decide on the matters listed in (1) to (3) below, and submit materials indicating these details (such as a list of individuals to be interviewed) to the secretariat.

(1) Respondents for opinion hearing

- Respondents for preliminary opinion hearing (using the web-based response form)

[1] Faculty members and administrative staff members

[2] Current students

[3] Graduated (completed) students

* Please select the respondents at the evaluated college based on the attributes determined by the Evaluation Subcommittee.

- Respondents for interviews (using the web-based conference system)

[1] College officials (responsible persons)

[2] Faculty members and administrative staff members

[3] Current students

* The Evaluation Subcommittee selects faculty members, administrative staff members, and current students to be interviewed from the respondents of the preliminary opinion hearing.

* The evaluated college should inform the interviewees selected by the Evaluation Subcommittee of the date,

time, and place of the meeting, and inform those participating via the web of the response method specified by NIAD-QE.

(2) Connection test scheduling

Before conducting interviews to gather opinions (Site Visit B), a preliminary connection test is conducted to confirm seamless operation on the web-based conference system between the evaluators and the evaluated college. Please select a suitable date for the test.

(3) Confirmation of site visit schedule (example)

Please check whether it is possible to implement the notified “site visit schedule (example).” If implementation is difficult owing to classes or other reasons, please indicate the reason for the change and propose a feasible schedule.

2 Preparations following the determination of the site visit schedule (around September)

The Evaluation Subcommittee determines the contents of the preliminary hearing, the schedule, classes, facilities, and equipment to be inspected and surveyed for Site Visit A and the schedule for Site Visit B. It informs the evaluated college of the above information and list of the evaluators through the secretariat.

In addition, the Evaluation Subcommittee compiles the status of the document analysis and the items to be confirmed during the site visit which summarizes the matters that could not be confirmed in the document analysis and the items that require the submission of materials and data. The Secretariat notifies the evaluated college of the compiled items.

Upon receipt of the notification, the evaluated college should inform the relevant parties of the schedule and names of the evaluators, determine and respond to the items indicated in (1) to (4), and submit materials indicating these items (such as inspection and survey timetable) to the secretariat.

(1) Setting a route for inspecting educational places and surveying the learning environment

To efficiently investigate the classes, facilities, equipment, and so on, as notified by the Evaluation Subcommittee, the evaluated college should set the route for inspections and surveys.

(2) Arrangements for preliminary opinion hearings

Information is sent directly from the secretariat to the respondents of preliminary opinion hearings. Therefore, the evaluated college should check whether relevant information has been received.

(3) Responding to the status of document analysis and items to be confirmed during the site visit

If the evaluated college has opinions regarding matters such as misunderstandings of the facts in the status of document analysis, it should prepare its opinions and reasons. In addition, for the items to be confirmed during the site visit, detailed and concrete responses should be prepared. To ensure smooth interviews and other investigations with college officials (responsible individuals), responses should be submitted to the secretariat by the specified deadline, with supporting materials and data described and attached as necessary.

* If necessary, the evaluation team conducts a survey regarding the items listed in the status of document analysis and items to be confirmed during the site visit.

(4) Venue for interviews

For the Site Visit B, the evaluated college should prepare the following venues equipped with a web-based meeting system for participants. All interviews may be conducted in the same room.

- [1] Venue for interviews with college officials (responsible persons)
- [2] Venue for interviews with faculty members and administrative staff members
- [3] Venue for interviews with current students

III Response to the Pre-survey of the Site Visit

In the pre-survey of the site visit, the secretariat sends web-based response forms directly to the respondents. No action by the evaluated college is required.

IV Responses on the Day of Site Visit A

The following are the main items to be investigated by the evaluation team and the items that the evaluated college needs to address and observe during the Site Visit A. The evaluated college should understand these points in advance and cooperate with the evaluation team to ensure that the site visit can be conducted smoothly and effectively.

1 Inspection of educational places and investigation of the learning environment (on-site)

The evaluated college should assist the evaluator so that the inspection and investigation can be conducted efficiently within the allotted time.

It is assumed that the faculty members and administrative staff responsible for guidance on the day are the section chief or other staff members responsible for coordinating the site visit, and it is not necessary for executives to accompany them.

In addition, to report the inspection and situation survey results to the Evaluation Subcommittee, the accompanying NIAD-QE staff may take photographs and videos on the day.

(1) Inspecting educational places

The evaluator primarily investigates matters that could not be understood or confirmed through document analysis, such as how lectures, experiments, practical training, and seminars are actually implemented in educational places. During this process, the evaluator may seek opinions and impressions from faculty members and students, asking questions to the extent that the evaluator thinks it does not interfere with the class.

(2) Surveying the learning environment

The evaluator investigates the actual conditions of the learning environment (libraries, affiliated educational research facilities, facilities and equipment related to independent learning and information education) and barrier-free situations, including their convenience and functionality. The evaluator may ask questions to faculty members and students, who use the facilities, about usage status, convenience, and satisfaction levels, or soliciting their opinions. Additionally, if necessary, the evaluator may confirm services such as library facilities through a simulated experience.

* In addition to the above, as described in II 2 (3), if necessary, the evaluator conducts investigations (confirmation of actual facilities and equipment, and interviews with the person in charge) regarding items

considered essential for on-site confirmation.

V Responses on the Day of the Site Visit B

The following are the main items to be investigated by the evaluation team and the items that the evaluated college needs to address and observe during the Site Visit B. The evaluated college should understand these points in advance and cooperate with the evaluation team to ensure that the site visit can be conducted smoothly and effectively.

1 Main items to be investigated by the evaluation team

(1) Interviews for opinion hearing with college officials (responsible persons)

Persons in positions of responsibility, such as the President, Director of academic affairs, Director of student affairs, and Director of dormitory affairs, are interviewed.

The interviewed participants will be asked to express opinions on items that serve as a reference for the evaluation other than those described in the self-assessment report, as well as on the status of the document analysis and the items to be confirmed during the site visit, which were answered by one week before the site visit. Please respond to questions from the evaluation team afterwards.

(2) Interviews for opinion hearing with college officials (faculty members and administrative staff members)

Faculty members and administrative staff members in various positions, different from responsible persons, are interviewed.

Please respond to the questions from the evaluation team regarding the status of education and research activities at the evaluated college. Individuals subject to (1) cannot attend this interview. To ensure frank expression of opinions, persons involved in the evaluation process should also not attend this interview.

(3) Interviews for opinion hearing with current students

Current students are interviewed.

Please respond to the questions from the evaluation team regarding the status of education and research activities at the evaluated college. From the perspective of encouraging the frank expression of opinions, persons subject to (1) and (2), as well as persons involved in the evaluation process, should refrain from attending this interview.

(4) Evaluation team meeting (including supplementary collection and confirmation of supporting materials and data)

If the evaluation team determines that additional supporting materials and data are necessary, it may request their submission. (In the case of simple materials and data, the evaluation team may request submission during the Site Visit B.)

(5) Explanation of the visit survey results to college officials (responsible persons) and hearing their views

As (1), persons in positions of responsibility, such as the President, Director of academic affairs, Director of student affairs, and Director of dormitory affairs, are involved.

The evaluation team explains to the evaluated college the findings obtained from the site visit and the survey results of the materials and data that serve as the evidence and hears the views of the evaluated college. During this session, both the evaluation team and the target college mutually confirm whether there are any misunderstandings of the facts and seek a common understanding.

In addition, if the evaluated college wishes to submit additional materials and data that will serve as the evidence for the opinion hearing, such materials and data must be submitted within one week after the site visit.

2 Other considerations

- (1) To encourage frank expression of opinions, please refrain from recording the interview contents.
- (2) Any personal information obtained during the site visit, as well as information related to the evaluation contents of the evaluated college (including photos and video data taken during Site Visit A), shall not be disclosed to external parties. In addition, due care shall be taken not to intrude individuals' privacy more than necessary.
- (3) Details of other matters required for the site visit will be coordinated in advance between the evaluated college and the secretariat.

VI Site Visit Schedule (Example)

The schedule below is an example; the actual schedule varies depending on the scale of the evaluated college and the content of the survey.

<Inspection of educational places and investigation of the learning environment [Site Visit A] (1 day: on-site)>

| | Sessions | Time | Remarks |
|--------|---|--------|---------|
| 13:00- | Inspection of educational places (lectures, exercises, experiments, practical training, etc.) | 90 min | |
| 14:30- | Survey of the learning environment (Learning environment (libraries, affiliated educational and research facilities, facilities and equipment related to independent learning and information education, etc.) and barrier-free status) | 90 min | |
| 16:00- | End | | |

<Interviews for opinion hearing [Site Visit B] (1 day: web-based conference system)>

| | Items | Time | Remarks |
|--------|--|---------|---------|
| 9:00- | Connection test | 15 min | |
| 9:15- | Evaluation team meeting (1) | 45 min | |
| 10:00- | Interviews for opinion hearing with college officials (responsible persons) | 60 min | |
| 11:00- | Break | 10 min | |
| 11:10- | Interviews for opinion hearing with college officials (faculty members and administrative staff members) | 60 min | |
| 12:10- | Break | 10 min | |
| 12:20- | Interviews for opinion hearing with current students | 40 min | |
| 13:00- | Lunch break | 45 min | |
| 13:45- | Evaluation team meeting (2) | 120 min | |
| 15:45- | Explanation of the site visit results to the college officials (responsible persons) and hearing their views | 45 min | |
| 16:30 | End | | |