Table. Sample File Structure for Virtual Resource Room

Academic Calendars and Schedules

Certification and Licensure Score Reports

Clinical Contracts

Correspondence (with Accreditation/Regulatory Bodies)

Course Syllabi (by Program)

Evaluation Plan

Faculty Curriculum Vitae

Job Descriptions

Manuals and Handbooks

Meeting Minutes

Organizational Charts

Plans of Study (by Program)

Professional Standards and Guidelines

Responses to Team Questions\*

Strategic Planning Documents

Surveys and Evaluations (Templates and Results)

*\*This unique folder can be used to store responses or documents requested during the visit itself, reducing the length of time for evaluators to find such.*