



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
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September 24, 2008

*Re: Accrediting Commission Report  
August 2008 Meeting  
(via email distribution)*

Dear ACCET and Other Colleagues:

This letter is presented as an update on the actions undertaken by the ACCET Accrediting Commission at the August 2008 meeting. A summary of all final actions, referenced by institution, a summary of statistics for all actions relative to the various classifications of review, and the policy/documentation revisions, previously posted and referenced herein, can be viewed and/or downloaded at the ACCET website ([www.accet.org](http://www.accet.org)). This report is also posted at the website under August 2008 Commission Reports.

Provided below is a synopsis of the Commission's final actions taken on ACCET policies at the August 2008 meeting, following a careful review of all comments received as a result of a call-for-comment solicitation sent out after the April 2008 meeting. It is noted, as a reminder, that the Commission's Standards and Policy Review Committee (SPRC) undertakes a review of every policy that has not been subject to review for a period of five years.

### **Finalized Document Approvals**

#### **Document 18.1 – Satisfactory Academic Progress (SAP) Policy Checklist**

As part of the normal review process, Document 18.1 was presented to SPRC for updating, review, and/or revision. No substantive changes were proposed to this document which pertains to vocational/Title IV institutions. Minor changes were proposed for purposes of clarity and to better align the SAP Checklist with Document 18 – Satisfactory Academic Progress (SAP) Policy. Additional language was copied directly from Document 18 and added to the Checklist. The Commission approved the document at the April 2008 meeting to go out for comment. Seven institutions submitted written comment on this document and stated that they “agreed” with the modifications. The Commission approved the revised document.

### **Call for Comment Solicited**

(The draft version and call-for-comment form are under Commission Report on ACCET's website)

## **Document 18 ESL – Satisfactory Progress (SP) Policy**

A new document, Document 18 ESL, was proposed to provide guidance to avocational ESL institutions regarding the elements of a Satisfactory Progress (SP) policy. The Commission approved the document at the April 2008 meeting to go out for comment. Two institutions submitted written comment on this document and stated that they “agreed” with the modifications. One institution indicated that a Satisfactory Progress Policy was inappropriate for ESL institutions. Seven campuses of single institution expressed concern with Section D which states, *“A level may be repeated only once. An exception may be made, on a one-time basis, for a student to repeat a single level one additional time, at the discretion of the institution”*. In response to the comments, the language in Section D was modified to clarify that each level may be repeated once, and, at the discretion of the school director, one level may be repeated a second time. The Commission approved this document to be sent out again for comment in order to solicit feedback from additional ESL institutions.

## **Document 18.1 ESL – Satisfactory Progress (SP) Policy Checklist**

A new document, Document 18.1 ESL, was proposed to provide a checklist regarding the elements of a Satisfactory Progress (SP) policy for avocational ESL institutions. The Commission approved the document at the April 2008 meeting to go out for comment. The Commission approved this document to be sent out again for comment in order to solicit feedback from additional ESL institutions.

## **Nursing and Allied Health Template Proposal**

Proposed are additional eASER questions to be answered by institutions offering nursing and allied health programs that provide laboratory practice involving the handling of blood and other body fluids as part of their training. At the April 2008 meeting, the Commission approved the establishment of a task force to draft a Nursing and Allied Health Template for consideration by the Commission at the August 2008 meeting.

A task force was established and convened by conference call on July 11, 2008 to develop a draft Nursing and Allied Health Template to supplement the electronic Analytical Self-Evaluation Report. The proposed template includes additional questions to be addressed under the following ACCET Standards:

- IV-A – Educational Goals and Curricular Objectives;
- V-B – Externship/Internship
- V-C – Equipment/Supplies;
- V-D – Facilities;
- VI-B – Supervision of Instruction; and
- VII-A – Enrollment.

The Commission approved this document to go out for comment, provided the revised document was first reviewed and accepted without substantive changes by the task force. Subsequent

review by the task force members elicited that acceptance and, therefore, this circulation for further comment.

### **Conceptual Call-for-Comment**

In the interest of greater transparency, the Commission approved the following conceptual call-for-comment at the April 2008 meeting on the possible future posting of Commission actions (including institutional show-cause directives) on the ACCET website in a manner that is more readily accessible to the public: *“As a U.S. Department of Education recognized accrediting agency, ACCET is subject to the statutory and regulatory requirements of the Higher Education Act (HEA), which Congress has been working on for years under continuing resolutions that may or may not be coming to fruition in this session. Amongst the many priority topics under review is the issue of transparency, specifically as it related to providing the general public and prospective students with pertinent information about schools to allow informed decisions. Under provisions put in place following the 1997 amendments, ACCET notifies Federal, State, and other agencies of various actions by our agency such as grants, denials/withdrawals, resignations/expirations, institutional show cause directives, etc., some of which are also posted on the ACCET website, but much of which is not readily available to and/or discoverable by the public. With that in mind, and in keeping with ACCET’s forward-looking approach to policies and practices that aid for a sound balance between the ideal and the pragmatic, the Commission requested a “conceptual” call-for-comment to solicit the views of our member institutions in regard to the transparency issue. There is no simple formula likely, albeit one might be forced on the agencies by the HEA, and your thoughtful perspective on the possible future posting of actions/status, including show cause directives, on the ACCET website in a manner that is more readily accessible to the public would be both helpful and appreciated.”*

Four institutions submitted written comment regarding the transparency issue and the type of information to provide to the general public and prospective students to allow informed decisions. After reviewing these comments, the Commission approved a draft statement to go out for comment, which called for a website link to schools listed in the Directory that were subject to an institutional show cause directive. Subsequent to the conclusion of the August Commission meeting the Higher Education Opportunity Act was signed into law, effective August 14, 2008, and contains language regarding the provision of information to the public that will undoubtedly be subject to considerable regulatory clarifications that may further influence the Commission’s policy guidance on the issue. With these thoughts in mind, a posting of the current proposal can be found at the ACCET website at the Commission Reports page.

### **Document 26 – Review and Approval of Additional Locations**

Document 26 was presented to SPRC for updating, review and/or revision. For the purpose of clarity, the revised document describes separately the application process for branches, auxiliary classrooms, and classroom extensions. In addition, changes were proposed to: (a) revise the definitions of “branch”, “auxiliary classroom” and “classroom extension” to be consistent with those in the newly revised ACCET Document 33 – Definitions; (b) eliminate the maximum five-mile limit for classroom extensions; and (c) require notification, not ACCET approval, for

temporary classroom extensions utilized by avocational classified institutions for less than six-months. The Commission approved this document to go out for comment.

**Document 26.1 -- Application for a Branch**

As part of the normal review process, Document 26.1 was presented to SPRC for updating, review, and/or revision. Minor changes were proposed to clarify, simplify, and highlight instructions. The Commission approved this document to go out for comment.

**Document 26.2 -- Application for an Auxiliary Classroom**

As part of the normal review process, Document 26.2 was presented to SPRC for updating, review, and/or revision. Minor changes were proposed to clarify, simplify, and highlight instructions. The Commission approved this document to go out for comment.

**Document 26.3 -- Application for a Classroom Extension**

As part of the normal review process, Document 26.1 was presented to SPRC for updating, review, and/or revision. No substantive changes were proposed to this document. The Commission approved this document to go out for comment.

With the upcoming 2008 Annual Conference in San Antonio (October 22-24) just around the corner and a very heavy on-site visit schedule keeping us all on the road to the point of befuddlement on where we are at a given moment, I shall make this a brief closure on the Commission's Report with a sincere invitation to join us at the conference. Tomorrow, September 25<sup>th</sup>, is the hotel cut off date and earlier today we sent out a copy of the program brochure which, hopefully, will give rise to your serious interests. The conference is a great opportunity for networking with colleagues, including the Commission and staff, and taking some time out of the daily routine for some renewed perspective and insights for the future. We all need a pause to ponder now and again.

Sincerely,

An electronic signature of Roger J. Williams, consisting of a stylized cursive script of his name in black ink, positioned above the text "ELECTRONIC SIGNATURE".

Roger J. Williams  
Executive Director