



IACBE Board of Commissioners Meeting
December 5-7, 2017
Herzing University, Orlando, FL Campus
Orlando, FL, USA

Minutes

Preliminary Business

1. Call to Order

The meeting was called to order by the Chair, Dr. Laurie Yates, on Tuesday, December 5 at 11:20 am (Eastern Time).

2. Attendance

Commissioners:

Calnan, Kerry	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Fuller, Lynda	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Girdon, Terry	Resigned	
Hafford, Patrick, Vice-Chair	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Hatton, Mark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Herseth, Todd	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kovacs, Katalin	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kuechler, Linda	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Reiss, Michelle	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Sautner, Rhoda	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Yates, Laurie, Chair	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Staff:

Okrepkie, Phyllis	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
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3. Approval of Agenda Changes

Move Ashford University and Franklin University Business and Accounting Accreditation reviews to Wednesday.

Add Todd Herseth as the second reviewer for Palm Beach Atlantic. Conduct an email vote the week of January 15, 2018.

Add Approval of Minutes for July and August meetings.

Motion passed following discussion.

4. Approval of Minutes

July 18-20, 2017

May 15, 2017 (email vote on revisions to Accreditation Principles)

August 15, 2017 (email vote on Wentworth University New Program)

Revision to the July 18-20, 2017 minutes: Pat Hafford was present – remove “excused” notation.

Moved and seconded to approve the minutes with the revision noted above. Motion passed following discussion.

5. BOC – BOD Discussion

The discussion was held prior to calling the meeting to order.

6. BOC Procedural Discussion

The commissioners discussed the following topics:

- The use of dropbox for meeting materials – requested that staff begin to explore other options.
- Two of the commissioners offered to have their support staff pre-populate the commissioner review forms as a trial for the April 2018 meeting.
- The role of the Board of Commissioners compared to the role of the IACBE staff
- The time commitment required of a commissioner – estimated to be six weeks per year which includes the commitment to attend the BOC meeting held in conjunction with the annual conference and to attend the annual conference.
- The benefits of serving as a commissioner – the learning experience and service.

7. IACBE Staff Update

Dr. Okrepkie provided an update on office staffing and plans for the future that may impact the Board of Commissioners.

First-Time Accreditation Reviews

The relevant accreditation principles were read prior to discussion of the compliance with the principles to ensure that the review related appropriately to compliance with the principles.

Agenda item #	School	Action	Expires	IQAR Due Date
8.	UMEF	Accredit with three notes, two observations and no commendations	12-31-24	11-1-21

Reaffirmation of Accreditation Reviews

The relevant accreditation principles were read prior to discussion of the compliance with the principles to ensure that the review related appropriately to compliance with the principles.

Agenda item #	School	Action	Expires	IQAR Due Date
9.	Ashford University	Accredit with four notes, two observations and no commendations	12-31-24	11-1-20
10.	Avila University	Accredit with two notes, three observations and no commendations; mentor visit required by 6-30-18	12-31-24	11-1-20
11.	Davis and Elkins College	Suspend Accreditation (Prin 1.1) (BOC voted on Jan 29, 2018 to reaffirm, minutes included for April 2018 meeting)	N/A	
12.	Edward Waters College	Accredit with three notes, no observations and two commendations	12-31-24	11-1-21
13.	Felician University	Accredit with one note, one observation and three commendations	12-31-24	11-1-20
14.	Franklin University	Accredit with one note, one observation and two commendations	12-31-24	11-1-20
15.	Palm Beach Atlantic University	Tabled with extension through the end of Jan 2018-BOC to vote in Jan 2018 (BOC voted on Feb 14-16, 2018 to reaffirm, minutes included for April 2018 meeting)	N/A	
16.	Stillman College	Accredit with no notes, three observations and one commendation	12-31-24	11-1-21
17.	University of Holy Cross	Accredit with two notes, one observation and no commendations	12-31-24	11-1-21

Meeting adjourned for the day after consideration of Stillman College at 5:22 pm (eastern time).

Meeting called to order on December 6, 2017 at 9:12 am – began with reconsideration of Felician College, then moved to consideration of the University of Holy Cross.

Accounting Accreditation Reviews

The relevant accreditation principles were read prior to discussion of the compliance with the principles to ensure that the review related appropriately to compliance with the principles.

Agenda item #	School	Action	Expires	IQAR Due Date
18.	Ashford University	Accredit with three notes, no observations and no commendations	12-31-24	11-1-21
19.	Franklin University	Accredit with one note, one observation and two commendations	12-31-24	11-1-21

Candidacy Reviews

Agenda item #	School	Action	Expires	IQAR Due Date
20.	Greenville University	Not adequately prepared – required mentor visit (can be virtual or in-person) (BOC voted on Feb 14-16, 2018 to grant candidacy, minutes included for April 2018 meeting)		N/A
21.	Washington University of Virginia	Adequately prepared – no requirements	12-31-22	N/A

New Program Reviews

22. National University – Tabled

It was moved and seconded to request additional information from National University regarding the eligibility of their programs for business accreditation.

Previously-Deferred Actions

The relevant accreditation principles were read prior to discussion of the compliance with the principles to ensure that the review related appropriately to compliance with the principles.

Agenda item #	School	Action	Expires	IQAR Due Date
23.	Marylhurst University	Accredit with one note	12-31-23	11-1-20
24.	Bryan College	Continue Deferral to April 2018 meeting	N/A	N/A

Other Accreditation Actions

25. West Liberty University

Dr. Okrepkie provided an update – The school submitted the outcomes assessment results for the first MBA students as requested by the BOC. Per previous meeting, this meets the requirement for the MBA to be added as an accredited program.

Extension Requests

26.	American Graduate School of Business	Approved Note extension for library resources to July 31, 2018		
27.	Capitol Technology	Approved extension to April 30, 2018		
28.	Fitchburg State University	Approved extension to April 30, 2020		
29.	Thomas University	Approved extension to April 30, 2020		
30.	Universidad Politecnica de Puerto Rico	Approved a “compassion” extension to April 30, 2018 – school needs to provide updates and plan		

It was moved and seconded to Adjust the agenda order as follows:

134 Move items 32, 33, 36, 37, 38, 42, 43 and 44 to after items 34, 35, 39, 40, and 41
135 Motion carried following discussion.

Other Business

31. Decision Review

141 The commissioners reviewed their accreditation decisions using a grid showing the distribution of notes
142 and observations both vertically (across principles) and horizontally (across institutions) to help ensure
143 consistency of their decisions.

145 After review, the commissioners found their decisions to be fair, balanced, and consistent.

147 It was moved and seconded to accept their decisions as originally determined.

148 Motion passed following discussion.

32. Post-Review Evaluation of BOC Policies and Procedures

152 The BOC directed staff to create an extension request form for use beginning with extension requests
153 submitted for consideration at the April 2018 BOC meeting.

33. Review of Proposed Revisions to Bylaws

156 It was moved and seconded to approve the changes to the bylaws as detailed in the attached document.
157 Motion passed following discussion.

159 It was moved and seconded to change the length of service for the chair and vice-chair of the BOC to
160 two-year terms.

161 Motion passed following discussion.

163 It was moved and seconded to change the terminology in the site visit findings letter from
164 commendations to recognitions. Commissioners will give commendations.

165 Motion passed following discussion.

34. Review of Proposed Key Learning Outcomes

169 It was moved and seconded to approve the KLOs as presented with any needed spelling or grammatical
170 revisions. (remove transformative and effective 0 correct spelling on collaborative)

171 Motion passed following discussion.

35. Review of Revised Self-Study Manual

It was moved and seconded to approve the revised SS manual with the revisions identified. The new manual will become effective beginning 1-1-18 and is required for use for all self-studies beginning in the fall of 2018.

Motion passed following discussion.

Meeting adjourned at 5:00 pm.

Meeting called to order on December 7, 2017 at 9:13 am.

Considered extensions – items 26-30, then continued with the agenda.

36. Review Policies and Procedures for New Program Accreditation

Dr. Okrepkie provided an update on the inclusion of the accreditation for 2-yr schools in the IACBE CHEA recognized scope of accreditation. According to CHEA, at least one school's programs must become accredited before the IACBE can request for CHEA to include two-year schools in the scope of accreditation.

37. Public Disclosure Compliance Report

Discussion of report tabled to April 2018 meeting.

BOC directed staff to send an email detailing requirements and importance of reporting to all schools who have not submitted anything – send in early January 2018.

It was moved and seconded to set a March 15, 2018 deadline for confirmation of submission of disclosure and results. Schools that have not responded will be moved to warning status.

Motion passed following discussion.

38. Note Compliance Report

It was moved and seconded that based on staff verification, if the school has been in communication to clear the note, then the staff may move a probation to a warning. (a warning remains the same) or may clear the note if appropriate.

Motion passed following discussion.

It was moved and seconded that Deadline for addressing the issue or removing the deficiency is November 15, 2017. These responses will be reviewed at the December 2017 BOC meeting.

Motion passed following discussion.

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217 **39. Filling of Open BOC Seats**

218 Discussion ensued regarding upcoming open positions on the BOC. Commissioners were asked to
219 submit potential nominees to the Vice Chair or Chair within the following month. The Vice Chair and
220 Chair agreed to review all potential nominees and make a recommendation to the IACBE nominating
221 committee.

222

223 **40. Member Input Discussion**

224

225 The commissioners discussed issues brought up by members. A productive discussion ensued.

226 The commissioners determined that they will work to provide information and solicit feedback from the
227 members through the NewsBrief and the Blog.

228

229 **41. April/July/December 2018 Board of Commissioners Meeting**

230

231 The following dates and locations were determined for future meetings:

232

- 233 • April 16-17, 2018 – New Orleans, LA
- 234 • July 10-11, 2018 – Minneapolis, MN
- 235 • Tentative – Week of December 3, 2018 - Orlando FL

236

237 **42. 2018 and 2019 ACAMs**

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239 Dr. Okrepkie provided updates on the locations and schedules for the 2018 and the 2019 annual
240 conferences.

241

242 **2018 ACAM**

243 It was moved and seconded that the BOC would like to sit on the floor at reserved tables.

244 Motion passed following discussion.

245

246 It was moved and seconded to support the recognition of all site visitors who participated in site visits
247 since the last ACAM at the ACAM but not to support the recognition of any one site visitor.

248 Motion passed following discussion.

249

250 The Chair of the BOC will recognize all of the site visitors at the annual banquet.

251

252 **43. Adjournment**

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254 It was moved and seconded to adjourn the meeting at 2:50 (Eastern Time) on Thursday, December 7,
255 2017.