

**BOARD OF COMMISSIONERS MEETING**

**Agenda**

**Courtyard Marriott Bloomington**

**July 16-17, 2019**

| **#** | **Item** | **Presenters** |
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| **A** | **PRELIMINARY BUSINESS** | |
| 1 | Call to Order – 7/16/1919 8:30 a.m., Lunch 12:15-1:20, Adjourn 5:25 pm  Call to Order - 7/17/19 8:35 a.m. Lunch 12:10-1:05 Adjourn1:20 for Closed Board Session | Hafford |
| 2 | Recording of Attendance:  *Commissioners:*   * + Hafford, Patrick (Chair) ⌧Present ❒ Absent   + Hatton, Mark ⌧Present ❒ Absent   + Kovacs, Kati ⌧Present ❒ Absent   + Marker, David ⌧Present ❒ Absent   + Mosley-Matchett, JD ⌧Present ❒ Absent   + Reiss, Michelle ⌧Present ❒ Absent   + Sautner, Rhoda ⌧Present ❒ Absent   + Schroeder, Scott ⌧Present ❒ Absent   + Yates, Laurie ⌧Present ❒ Absent   *Staff:*   * Collins, Ted ⌧Present ❒ Absent * Okrepkie, Phyllis ⌧Present 7/16/19 1:30-2:00 | Hafford |
| 3 | Review and Revisions of Agenda  Add one item: Subcommittee update BOC rating form for site visitors | Hafford |
| 4 | Review and Approval of Minutes of Previous Board Meetings:   * April 2019 Item six, complete sentence to read “…same time as “before’”. Motion to approve, second. Carried. | Hafford |
| 5 | IACBE Staff Update: Phyllis reported via Skype on the following:   1. Ted made great headway with the notes that were outstanding – we are now able to focus on current notes rather than notes that were given years ago. 2. Added Compliance page to database -we are now able to track submission of the Web Path Notification Form due November 1 and then to determine compliance with posting of the Status Page link and the Student Achievement results. 3. Annual Conference 2020 – working with potential Keynote speakers for both Wednesday and Thursday mornings –  Steadman Graham for Wednesday morning Dr. Judith Wright and Dr. Bob Wright for Thursday morning 4. Student case study competition – working with Jordan Levy from CapSource– he will be responsible for the competition - IACBE will host and be a sponsor of the competition 5. CHEA requested additional information about the change of scope statement which I will provide prior to their fall meeting. I talked with Lori Schroeder, our new contact, and she assured me it wasn’t that they had concerns about the change, but needed additional information. 6. Received feedback on the Transition report that we submitted to CHEA in the spring (report on compliance with new CHEA standards). CHEA had a couple of questions, we need to submit the response to them with the submission that is due in January of 2020. 7. Lori is working on a letter to accreditors that are coming up for review – we are due in 2021. She will send that out later this summer so that we can begin to prepare for our recognition review. 8. Ted posted for an “Accreditation Specialist” – we hope to have someone hired by the first of September so that the person can attend the fall Accreditation Institute in Kansas City. 9. Working on planning for the regional meetings this fall – if you are able, please attend one of the regional meetings. 10. Working with our marketing firm, EAG, to do some updates on the website – we plan to roll out some new things this fall. | Okrepkie |
| **B** | **FIRST-TIME ACCREDITATION REVIEWS** | |
| 6 | Franciscan University Accredit with no notes, no observations | Sautner/Reiss |
| 7 | State University of New York (SUNY)- Canton Accredit with Notes: 1.1 and 4.1 | Reiss/Marker |
| **C** | **REAFFIRMATION OF ACCREDITATION REVIEWS** | |
| 8 | American University of Science and Technology (AUST) Accredit with one Note: 1.1 and Observation: 4.2 | Mosley-Matchett/Kovacs |
| 9 | Lynn University: gavel passed to Schroeder: Accredit with one note on 1.1 (2 parts) | Marker/Hafford |
| 10 | National University: gavel to Schroeder: Accredit with Note 1.1, (include column 3 examples as part of letter under the general note in column 4.) | Yates/Hatton |
| 11 | Oakland City University: gavel to Schroeder: Accredit with 3 observations 1.1, 2.1, 4.3 | Hafford/Hatton |
| 12 | Pacific Union College: gavel to Yates. BOC asks for staff to talk to visitors to see if there were issues they had with the form, etc. and discuss how no action findings listed but all listed in general comments. Accredit with Note on 1.1, 4.2 observation on 1.1, 7.4 | Schroeder/Hafford |
| 13 | Salve Regina University: gavel to Hafford: Note on 2.2 (old 1.1), Observation on 3.1 (Old 2.1), 4.1 (old 3.1) | Hatton/Mosely-Matchett |
| 14 | Swiss School of Management Defer with: “*comment”* 4A re: degree programs and locations, and specific evidence that they can award degrees as SSM (vs. as dual degree with other schools), copies of diplomas/transcripts for all degrees included Notes on 1.1, 4.1, Observations on 1.1, 4.5. Motion to table until additional information is received later in meeting. Second, passed.  Later motion to defer with above notes/observations. Second. Passed | Kovacs/Schroeder |
| **D** | **ACCOUNTING ACCREDITATION REVIEWS** | |
| 15 | None |  |
| **E** | **NEW LOCATIONS** | |
| 16 | None | |
| **F** | **CANDIDACY REVIEWS** | |
| 17 | Dean College Motion to grant candidacy with observations noted | Yates |
| 18 | *Discussion: BOC wants candidacy application form to include #faculty and students in the future* |  |
| 19 | Wright Graduate College Motion to grant candidacy with observations noted. | Reiss |
| **G** | **NEW PROGRAM REVIEWS** | |
|  | Discussion re: requirements for new programs to come to BOC vs. office approval. What is “substantially the same” as current programs?   1. If ISLOs “substantially the same” as current ones at the same level, no BOC review is needed. This is an office review. Moved, seconded. Passed. 2. Discussion re: need to remap BOC review form to match the manual | Schroeder |
| 20 | Ashford University-send ISLO’s for office review/approval |  |
| 21 | Charleston Southern University-Motion to approve. Second. Passed. | Sautner |
| 22 | Point Park University. Not approved: need to have (1) OAP for 18-19 complete for this program and data from 2018-19. Office to review/approve. | Mosely-Matchett |
| 23 | WSB Posnan: 5 items for MBA: ISLOs not linked to KLOs; nothing is mapped to broad-based goal;, are using grades in their targets; not linked with ISLOs to each measure; no copy of assessment tools provided. Not approved with 5 notes. Second. Passed. | Kovacs |
| **H** | **PREVIOUSLY-DEFERRED ACTIONS** | |
| 24 | Manhattanville College: Motion to grant accreditation with Note 1.1, 4.1 7.1, 7.6 and Observation 4.7, 5.1, 6.6. Second. Carried  (Discussion re: BOC requests in future deferrals have folder with previous documents including last Commissioner review) | Yates/ |
| **I** | **OTHER ACCREDITATION ACTIONS** | |
| 25 | Member status page updates Discussion re: maintaining web pages with old discontinued programs. Agreed it would be helpful to students. Board suggests adding a note to status pages such as “for a listing of former programs that were accredited but no longer offered…contact IACBE”. In this way, status pages won’t become lengthy and cumbersome. | Collins |
| **J** | **EXTENSION REQUESTS** | |
|  | *Extension of Accreditation* |  |
| 26 | Azusa Pacific University Granted | Collins |
| 27 | Girne American University (GAU) Denied. Additional information received 7/17 at meeting. New motion to grant, second, carried. Include in letter that a third extension will not be granted. | Collins |
| 28 | International University of Geneva Granted | Collins |
| 29 | Ohio Valley University Granted | Collins |
| 30 | Seton Hill University Granted | Collins |
| 31 | University of Sioux Falls Granted | Collins |
|  | *Extension of Deadline for BOC Notes-None* |  |
| **K** | **OTHER BUSINESS** | |
| 32 | Decision Review completed. The commissioners reviewed their accreditation decisions using a grid showing the distribution of notes and observations both vertically (across principles) and horizontally (across institutions) to help ensure consistency of their decisions.  After review, the commissioners found their decisions to be fair, balanced, and consistent. 1It was moved and seconded to accept their decisions as originally determined.  Motion to approve. Second. Carried. | Collins |
| 33 | Post-Review Evaluation of BOC Policies and Procedures:  The commissioners reviewed their accreditation decisions using a grid showing the distribution of notes and observations both vertically (across principles) and horizontally (across institutions) to help ensure consistency of their decisions.  After review, the commissioners found their decisions to be fair, balanced, and consistent.  Discussion noted more on 1.1 this time than last few meetings.   1. Staff to see how to address if this is a trend and see if notes are on the same area. Also need better system for making sure all docs are uploaded for BOC and are in proper format 2. Request OAP has all appendices in the OAP as one doc and not separate files/folders. 3. Need BOC full review form for new principles updated for Dec. schools (staff to complete) 4. New Programs: Motion: general rule is no visit required (even if at new level) unless staff sees a need. If visit needed, virtual visit is default. Second. Carried. (note: Framingham does not require a physical visit under this new policy)   It was moved and seconded to accept their decisions as originally determined. Motion passed. | Collins |
| 34 | New board member plans (current opening and upcoming in 2020): Reviewed list of potential candidates and discussed preferences. Staff encouraged to utilize these as site visitors where possible to gain experience and prepare them for possible BOC role. Chair to send list to office staff for additional input. | Hafford |
| 35 | Upcoming site visits 2020-22 schedule:   1. Will require face-to-face in both July and December 2020 due to number of schools. Chair to work with BOD to budget for this. 2. Discussion re: consider 2 longer yearly meetings instead of 3 shorter ones currently in place (e.g. January and July 2021). Staff to give feedback to BOC. | Collins |
| 36 | Review Policies and Procedures for New Program Accreditation. See notes above #33. | Collins |
| 37 | Public Disclosure Compliance Report: See motion on attachment. | Collins |
| 38 | Note Compliance Report: Action taken on RIMS to suspend. Motion: Any remaining that are not cleared by August 31 are moved to probation. Second. Carried. | Collins |
| 39 | December 2019 and April 2020 Board of Commissioners Meetings   1. Scheduling of GoTo meeting Saturday, December 14, 2019 from 10 a.m.-2 p.m. CST. 2. Consent agenda for future meetings and/or email approvals. Board does not see many items that would work for it at this time. No plans to utilize for now. 3. Spring meeting will be in conjunction with conference: travel March 29, meet March 30-31, 2019. | Collins  Hafford |
| 40 | Members are reminded that the 2020 ACAM is in Dallas (Galleria) | Collins |
| 41 | Other business   1. Discussion of duties/role of public member: Scott Schroeder led discussion. See handout. Scott will update handout per discussion and upload to dropbox. 2. Site team “grading” rubric for BOC form (moved up to discussion prior to reviews) Reviewed form in dropbox. Team will format into dropdowns or rubric or other format. HQ requests it be filled out in a manner that it can be given directly to the team. (i) Suggestion for team to also have a review to give to HQ. (Ted to research what past practice was and determine how to get site team member feedback). Laurie and JD to send form out for review and feedback. 3. “Fast-track” option for schools: no decision made at this time 4. Commissioners noted that visitors are not specific enough on noting in form where items are located. Request we go back to asking team to list as specifically as possible where items are located. Also noted need to update ALL site visitors to new principles, etc. 5. Review of new form for new principles. Suggestions? 6. All notes due 10/15/19 unless otherwise noted 7. Discussion re: schools’ responding to recommendations in site-team letters. Change language to state “please address these recommendations in your response” in site team findings letter to begin Fall 2019. Moved, seconded, approved. 8. Board affirmed prior decision to no longer give commendations. Commendations noted on reviews for this meeting have been removed. 9. Review of RIMS: Motion to move to suspension. Second, carried. | Schroeder  Yates |
| 42 | Closed board session called to order at 1:20 p.m., 7/17/19. | Hafford |
| 43 | Adjournment | Hafford |