

**BOARD OF COMMISSIONERS MEETING**

**Minutes**

**Virtual via GoToMeeting**

**March 30-31, 2020**

| **#** | **Item** | **Expirations/Due Dates** |
| --- | --- | --- |
| **A** | **PRELIMINARY BUSINESS** | |
| 1 | The March 30, 2020 meeting was called to order at 11:01 am (EDT) and adjourned at 3:52 (EDT)  The March 31, 2020 meeting was called to order at 11:00 (EDT), the BOC entered executive session at 12:15 (EDT) and came out at 12:45 (EDT) – no staff were present during this time, the meeting adjourned at 12:55 (EDT) |  |
| 2 | Recording of Attendance:  *Commissioners:*   * + Hafford, Patrick (Chair) ⌧Present ❒ Absent   + Mosley-Matchett, JD ⌧Present ❒ Absent   + Reiss, Michelle ⌧Present ❒ Absent   + Sautner, Rhoda ⌧Present ❒ Absent   + Schroeder, Scott ⌧Present ❒ Absent   + Yates, Laurie ⌧Present ❒ Absent   + Barr, Laurie ⌧Present ❒ Absent   G*uests*   * + Beaudry, Sharon ⌧Present ❒ Absent   + Crow, Craig ⌧Present ❒ Absent   + Reddy, Byra ⌧Present ❒ Absent   *Staff:*   * Collins, Ted ❒Present ⌧Absent * Livengood, Cecilia ❒Present ⌧ Absent * Okrepkie, Phyllis ⌧Present ❒ Absent |  |
| 3 | Review and Revisions of Agenda  None | Hafford |
| 4 | Review and Approval of Minutes of Previous Board Meetings:   * December 2019 – send out for email vote along with March 30-31, 2020 minutes | Hafford |
| **B** | **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. | |
|  | Unless otherwise specified, responses to notes are due by June 1, 2020. | |
| 5 | **GLA University**  Moved and seconded to accredit with one note on Prin 3.1, no observations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| 6 | **Rhode Island College**  Moved and seconded to accredit with one note on Prin 2.1, no observations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
|  | Gavel was passed to Vice-Chair, Scott Schroeder, as the Chair Pat Hafford, was the primary reader. |  |
| 7 | **The Saigon International University**  Moved and seconded to accredit with no notes and no observations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| **C** | **REAFFIRMATION OF ACCREDITATION REVIEWS** | |
| 8 | **AIMS Institutes**  Moved and seconded to accredit with no notes and no observations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
|  | Gavel was passed back to Chair Pat Hafford. |  |
| 9 | **Fitchburg State University**  Moved and seconded to accredit with one note on Prin 5.1 and request copies of transcripts for each program. Asked why MBA Healthcare is not included – recommend including all MBA concentrations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| 10 | **University of Sioux Falls**  Moved and seconded to accredit with no notes and two observations on principles 4.5 and 6.4 (used old principles).  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| **D** | **ACCOUNTING ACCREDITATION REVIEWS** | |
|  | none |  |
| **E** | **NEW LOCATIONS** | |
|  | None | |
| **F** | **CANDIDACY REVIEWS** | |
|  | Gavel was passed to Vice-Chair, Scott Schroeder, as the Chair Pat Hafford, was the primary reader. |  |
| 11 | **Our Lady of Fatima**  Tabled to June meeting – requested that staff work with the school to revise the OAP. | Tabled |
|  | Gavel was passed back to Chair Pat Hafford. |  |
| 12 | **Siena Heights University**  Fully prepared – Moved and seconded to grant candidacy.  Motion passed. | Candidacy expires April 30, 2025 |
| 13 | **Southwest Minnesota State University (reconsideration)**  Adequately prepared – Moved and seconded to grant candidacy, still need some minor work on OAP – comments included in commissioner review form. | Candidacy expires April 30, 2025 |
| 14 | **Southwest University at El Paso**  Tabled to June meeting – requested that staff work with the university to revise the OAP.  Motion passed. | Tabled |
| 15 | **Valley City State University**  Adequately prepared – Moved and seconded to grant candidacy.  Motion passed. | Candidacy expires April 30, 2025 |
| **G** | **NEW PROGRAM REVIEWS** | |
| 16 | **Ashford University – MHRM**  Moved and seconded to accredit MHRM with no notes and no observations.  Motion passed. | Accreditation of new program expires with the current accreditation |
| 17 | **Kardan University – MBA**  Moved and seconded to accredit MBA with no notes and no observations.  Motion passed. | Accreditation of new program expires with the current accreditation |
| 18 | **Palm Beach Atlantic University – MACC** with no notes and no observations.  Moved and seconded to accredit MACC.  Motion passed. | Accreditation of new program expires with the current accreditation |
| **H** | **PREVIOUSLY DEFERRED ACTIONS** | |
| 19 | **Swiss School of Management – reaffirmation**  Moved and seconded to accredit with notes on background and Principle 1.1, no observations.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| 20 | **Greenville University – first-time accreditation**  Moved and seconded to accredit with note on Principle 1.1 to provide one complete set of OA data (used old principles). If results are available for 2019-20 – provide results by November 1, 2020, other wise provide results by November 1, 2021.  Motion passed. | Accr. expires 4-30-27  IQAR due 11-1-24 |
| **I** | **OTHER ACCREDITATION ACTIONS** | |
| 21 | **Bakhtar request for accreditation of CS programs – do they meet our requirement for 30% business or business-related credit-hours/courses (50% for graduate programs)?**  BOC Finding: CS program do not contain sufficient levels of business courses to meet the criteria for IACBE accreditation. If Bakhtar would like to bring the programs forward for accreditation they will need to ensure that the programs meets the minimum requirements for business/business related credit-hours/courses. |  |
| 22 | **Complaint Review – Stamford International University (SIU)**  BOC Finding: Reviewed complaint and SIU’s response– requested staff to draft a response letter and send to BOC for review taking in to account the following –   * IACBE does not accredit institutions, but rather specific programs * The BOC does not find the complaint demonstrates that the accredited programs are out of compliance with the IACBE accreditation principles * IACBE does not accredit the MBA offered by the university * The BOC noted that the IACBE does not regulate operational decisions related to faculty assignments or marketing/advertising as long as the programs remain in compliance with the IACBE accreditation principles * The ethical issues that were identified were not substantiated and SIU provided responses that supported compliance with IACBE accreditation principles * Overall, the BOC determined that many of the issues (as listed above) identified in the complaint are not under IACBE purview. |  |
| **J** | **EXTENSION REQUESTS** | |
|  | *Extension of Accreditation* |  |
| 23 | **Humboldt State University**  One-year extension granted to 12-31-22 |  |
| 24 | **International University in Geneva**  Extension granted to 12-31-22, must attend accreditation institute prior to beginning self-study year of 2020-2021 |  |
|  |  |  |
|  | *Extension of Deadline for BOC Notes-None* |  |
| **K** | **OTHER BUSINESS** | |
| 25 | **Decision Review**  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. (attached)  After review, the commissioners found their decisions to be fair, balanced, and consistent.  It was moved and seconded to accept their decisions as originally determined.  Motion passed following discussion. |  |
| 26 | **Post-Review Evaluation of BOC Policies and Procedures**   * The BOC did not note any needed changes to the BOC Policies and Procedures. * The BOC reviewed the New Program requirements to add additional guidance for the review of new programs based on four categories -  -Staff Review -Fast Track -Full Review -New Degree Level (above current accredited level) Moved and Seconded to revise the requirements as proposed (document attached) Motion passed. * The BOC requested that staff add a place for schools to provide the number of part-time faculty on the candidacy application. |  |
| 27 | **IQAR Compliance Report**  Twenty-Nine IQAR submissions were due on November 1, 2019. Of these, three were given a bye (reasons below), and one was Placed on Probation due to non-compliance.   * Lourdes University (bye) submitted report in 2018 * Manhattanville College (bye) submitted outcomes for re-assessment in October 2019 to resolve a prior BOC Note * Mass. Maritime Academy (bye) submitted report in 2018 * Acharya Bangalore Business School (Probation) failed to submit a report. Three late notifications were sent to the school.   **Public Disclosure Compliance**  All accredited school have submitted their 2019 disclosures as of March 30, 2020. |  |
| 28 | **Note Compliance Report**  All notes due by March 31, 2020 have been cleared except for Pacific Union College – principle 4.1 (old principles). Moved and seconded to place the institutions programs on probation if the note is not cleared by April 15, 2020. Motion approved. |  |
| 29 | **Turkish Recognition**  Informed the BOC that the IACBE has been recognized by the Turkish Higher Education Quality Council as of January 8, 2020. |  |
| 30 | **July 2020 meeting – Minneapolis**  The BOC discussed the possibility of a virtual meeting, but will keep options open until early May. Affirmed dates of July 21-23, 2020 (up to three days if needed)  Noted that there are several site visits scheduled for April/May that will not proceed as planned – recommend the following:   * Lindsey Wilson – may use virtual site visit * University of New York – Prague – may use virtual visit * Chaminade University – reschedule for face-to-face visit * Sage College – originally required face-to-face visit – email vote conducted to allow virtual visit – approved * UBIS – reschedule for face-to-face visit * Alliance University - reschedule for face-to-face visit   **December 2020/January 2021 meeting – Orlando**  Informed the BOC that the current fall site visit schedule includes reaffirmation visits for 20-24 institutions. Tentatively set the meeting dates for January 18-20, 2021 (up to three days if needed)  **April 2021 meeting – Orlando**  Affirmed dates of April 12-13, 2021 |  |
| 31 | Other business   1. **Site team “grading” rubric for BOC form** requested staff to revise the drop-down response menus and add the form to the end of the BOC review form 2. **Should schools submit syllabi for business courses?** Add to Principle 4.1 #1 to read: This information should take the form of a curriculum sheet or a listing of all courses comprising each program and a copy of the current syllabus for each course that comprises the core curriculum for the program as listed in the Business Technical Knowledge table for undergraduate programs or as identified as core curriculum upon which the outcomes assessment plan is based. Moved and seconded to make the change – motion passed 3. **Should institutions that are not substantially meeting the ISLOs be required to report results/progress annually?** Move to July 2020 meeting for further discussion 4. **Should we post or require institutions to post IQAR?** Review CHEA requirements that might lead to this, continue discussion at July 2020 meeting. 5. **Should institutions be required to include progress in achieving the action items identified in the self-study in the IQAR?** Request staff to propose wording to include in the IQAR so that institutions include information on progress in achieving action items – continue discussion at July 2020 meeting. 6. **Guidelines for requirement to attend Accreditation Institute prior to candidacy/first-time accreditation/reaffirmation**   Request staff to propose wording to clarify requirement for attendance at Accr Inst as part of the accreditation process.   1. **Request that staff** **revise the BOC Policies Manual to align with the IACBE Bylaws (approved April 10, 2019) and to recommend any additional revisions to accurately reflect current practice** – Review/approval by BOC at July 2020 meeting. |  |
| 32 | Executive Session |  |
| 33 | Adjournment | Hafford |

**REVIEW OF COMMISSIONERS’ ACCREDITATION DECISIONS – BUSINESS ACCREDITATION**

**March 30-31, 2020 Virtual**

| **Accreditation Principle** | **GLA** | **RIC** | **TSIU** | **AIMS** | **FSU** | **SWS** |  |  | **USF\*** | **GU\*** |  |  | **Totals**  **(N/O)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organizational and Programmatic Profile |  |  |  |  |  | N |  |  |  |  |  |  | 1/0 |
| Achievement of Intended Student Learning Outcomes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1  Commitment to Integrity, Responsibility, and Ethical Behavior |  |  |  |  |  | N |  |  |  |  |  |  | 1/0 |
| 1.2  Summary Evaluation Integrity, Responsibility, and Ethical Behavior |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1  Assessment Planning |  | N |  |  |  |  |  |  |  |  |  |  | 1/0 |
| 2.2  Assessment of Student Learning and Operational Effectiveness |  |  |  |  |  |  |  |  |  | N\*  1.1 |  |  | 1/0 |
| 2.3  Continuous Quality Improvement |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4  Summary Reflection on Quality Assessment and Advancement |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1  Strategic Planning | N |  |  |  |  |  |  |  |  |  |  |  | 1/0 |
| 3.2  Summary Reflection on Strategic Planning |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1  Business Program Development and Design |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2  Curricula of Undergraduate-Level Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3  Curricula of Master’s-Level Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4  Curricula of Doctoral-Level Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5  International Dimensions of Business |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.6  Information Technology Skills |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.7  Curriculum Review, Renewal, and Improvement |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.8  Summary Reflection on Business Curricula and Learning Opportunities |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1  Qualifications of Business Faculty |  |  |  |  | N |  |  |  |  |  |  |  | 1/0 |
| 5.2  Deployment of Business Faculty |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3  Scholarly and Professional Activities of Business Faculty |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.4  Professional Development of Business Faculty |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.5  Evaluation of Business Faculty |  |  |  |  |  |  |  |  | O\*  4.5 |  |  |  | 0/1 |
| 5.6  Summary Reflection of Business Faculty Characteristics, Activities, and Processes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.1  Admissions Policies and Procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.2  Academic Policies and Procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.3  Career Development and Planning Services |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.4  Summary Reflection on Student Policies, Procedures, and Processes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.5  Off-Campus Locations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.6  Summary Evaluation of Resources |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.1  Financial Resources |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.2  Facilities Supporting Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.3  Learning Resource Supporting Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.4  Technological Resources Supporting Business Programs |  |  |  |  |  |  |  |  | O\*  6.4 |  |  |  | 0/1 |
| 7.5  Other Instructional Locations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.6  Summary Reflection on Resources Supporting Business Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.1  External Linkages with the Business Community |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.2  External Accountability |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.3  Summary reflection on External Relationships |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.1  Innovation in Business Education |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.2  Summary Evaluation on Innovation in Business Education |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Totals (Notes/Observations/Commendations)** | 1/0 | 1/0 | 0/0 | 0/0 | 1/0 | 2/0 |  |  | 0/2 | 1/0 |  |  | 6/2 |
| **Accreditation Decision** | A | A | A | A | A | A |  |  | A | A |  |  |  |

\*University of Sioux Falls and Greenville University used the old principles -they have been aligned with the new principles in order to facilitate a meaningful decision review.

**Requirements for New Program Self-Study\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Self-Study Manual | New Program Requirement  (Principle provided for reference only) | Required Table | Staff Review | Fast Track | Full Review | New Degree Level |
| Organizational and Programmatic Profile |  | OPP-1, OPP-2, OPP-4 and OPP-6  (only for New Program) |  | X | X | X |
| Principle 3: Strategic Planning | Principle 3.1 Describe how the new program is aligned with the mission and goals of the academic business unit. |  |  |  |  | X |
| Principle 2: Quality Assessment and Advancement | Principle 2.1 items 1, 2, and 3 Provide a copy of the outcomes assessment plan for the new program.  Principle 2.2 item 1 Provide at least one complete set of outcomes assessment results for each new program. | Table 2-1 and Table 2-3 | X | X | X | X |
| Principle 4: Business Curricula and Learning Opportunities | Principle 4.2, 4.3, or 4.4 Provide curricular information for each new program. | As applicable:  Table 4.3, 4.4, 4.5 |  | X | X | X |
| Principle 5: Business Faculty Characteristics, Activities, and Processes | Principle 5.1, 5.2, and 5.3 Provide faculty information for all faculty who are involved in instruction for the new program. |  |  |  | X | X |
| Principle 6: Student Policies, Procedures, and Processes | Principle 6.1, 6.2, and 6.3 Identify any differences in the student policies, procedures and processes that apply to the new program. |  |  |  |  | X |
| Principle 7: Resources Supporting Business Programs | Principle 7.1, 7.3, and 7.4 Identify any additional resources that support the new program. |  |  |  |  | X |
| Principle 8: External Relationships | Principle 8.1 and 8.2 Identify any additional external linkages to support the new program. |  |  |  |  | X |

\***CONTACT THE IACBE OFFICE PRIOR TO BEGINNING THE NEW PROGRAM SELF-STUDY PROCESS TO DETERMINE THE CORRECT METHOD FOR YOUR NEW PROGRAM – AS GENERAL GUIDELINES USE THE FOLLOWING:**

**Staff Review –** The IACBE Board of Commissioners (BOC) has authorized the IACBE staff to add new majors, concentrations, specializations, etc to the list of accredited programs when the overall degree is already accredited. For example, an institution may have an MBA with several concentrations and decides to add a new concentration. If the new concentration is covered by the existing OAP, then all that is required is notification. If each concentration has a separate OAP, then the institution must also submit the OAP for the new concentration.

**Fast Track –** The BOC has approved the fast track process for institutions that change a degree name, but the overall program remains substantially the same or the new program is comprised of courses that are a part of an already accredited program. For example, an institution has an MBA with a concentration in accounting and determines to change the program to a Master of Accountancy.

**Full Review –** The BOC requires a full review for new programs that are either entirely new to the institution or are not substantially the same as an existing program.

**New Degree Level –** The BOC requires a full New Program self-study and review which may include a virtual or face-to-face site visit for all new programs at any level above that which the institution already has accreditation for.