

Call for Comments – August 2018

PROPOSED CHANGES

Key to Changes: **Delete**, **Add**

Policy and Procedures for Monitoring Annual Report Data

Introduction

Each year, ABHE applicant, candidate, and accredited institutions are required to complete an Online Annual Report by November 15 that provides data relative to the institution's activities, enrollment, faculty, library, financial resources, and student achievement results. The ABHE staff assumes responsibility for monitoring the data presented, requesting a written explanation from institutions outside the designated parameters, and placing the institutions on the agenda for review at the next scheduled meeting of the appropriate Commission on Accreditation (COA) committee. The monitoring process used by the ABHE staff is outlined in the steps described below.

Institutional Data

The COA staff monitors this data to ensure that the Association Directory is up-to-date with current information. It also seeks to ensure that institutions are properly following the COA's Policy on Substantive Change with respect to teaching sites and educational modalities. In cases where it is apparent that an institution has reported extension locations, additional locations, branch campuses, and/or instructional modality that have not been previously approved under the COA's Policy on Substantive Change, the staff will contact the institution to determine why there is no record of a required approval. Such instances will also be reported along with the institution's response to the COA's Committee on Progress Reports and Substantive Change (PRSC – accredited institutions) or the Committee on Applicant and Candidate status (APCAN – candidate institutions).

Enrollment Data

The COA staff monitors enrollment data with particular attention to institutions that have experienced a 50% or greater increase in enrollment. Where an institution offering distance education or correspondence education has experienced a 50% increase in enrollment, the ABHE staff will alert the Secretary (U.S. Department of Education). The staff will also alert the appropriate COA committee (PRSC – accredited, APCAN – applicant & candidate) regarding those institutions experiencing 50% or greater growth so that the COA at its regular meeting will be able to determine any special steps that should be taken to ensure that the institution is taking appropriate measures to accommodate its rapid growth. Institutions suffering a loss of enrollment of 20% or greater will also be given special attention by the appropriate COA committee to ensure that their stability is not jeopardized by the downturn in enrollment.

Student Achievement Data

The COA staff will monitor retention rates, graduation rates, and participation in the institution's ministry formation program. Institutions having values below the following thresholds will be asked to furnish an

explanation and be placed on the agenda of the appropriate COA Committee (PRSC – accredited, APCAN – applicant & candidate) for review:

Retention rate – 25%

Graduation rate – 25%

~~Ministry participation rate – 50%~~

Where cohort data is small, the COA will consider multi-year data in its review of institutional performance.

The COA staff will also review information as it is made available by the U.S. Department of Education to determine institutions that may have performance concerns and report that information to the COA in accordance with the analysis process for achievement data above. Factors considered from USDE data will include 150% graduation rate, first year retention rate, three-year debt repayment rate, and three-year cohort default rate. The COA will also consider transfer-out rates in evaluation of graduation rates.

COA staff will also gather and report USDE data to the COA on average annual net price for Title IV students, percentage of students borrowing federal loans, median debt of students who graduate, percentage of part-time students, percentage of Pell recipients, and percentage of students age 25 or above.

Educational Staff

The COA staff will review the data submitted regarding the level of faculty credentials. If it appears that 20% or more of faculty fail to meet expectations with respect to academic credentials, the institution will be asked to furnish an explanation and be placed on the agenda of the appropriate COA Committee (PRSC – accredited; APCAN – applicant and candidate) for review.

~~Learning Resource Data~~

~~The COA staff will review the data regarding learning resources. Institutions reporting an annual investment of 2% or less of their educational and general budget in learning resources will be asked to furnish an explanation and be placed on the agenda of the appropriate COA Committee (PRSC – accredited; APCAN – applicant and candidate) for review. Institutions reporting a decrease in the size of their holdings of 20% or more without an increase in electronic resources will also be identified for review.~~

Financial Data

Institutions in the U.S. having a financial responsibility composite score of less than 1.5 will be asked to furnish an explanation and be placed on the Committee on Financial Exigency agenda for review. Canadian institutions failing to meet more than two of the financial indicators queried on the Online Annual Report will be asked to furnish an explanation and be placed on the Committee on Financial Exigency agenda for review. At the COA Director's discretion, an extreme negative score will be a sufficient reason to identify a need to submit a Canadian institution to the Committee on Financial Exigency for special attention.

Tenets of Faith

The failure of an institution to affirm the ABHE Tenets of Faith will be brought to the attention of the COA.

The COA's Responsibility

Upon receipt of notice that the staff has identified an institution for special attention, the COA will carefully review the institution with respect to the element(s) that caused the staff to place the institution on the COA agenda. Data involving accredited institutions will be reviewed by the Committee on Progress Reports and Substantive Change. Data involving applicant and candidate institutions will be reviewed by the COA's Committee on Applicant Status. If, with respect to accredited institutions, the COA concludes that special monitoring is required, the COA may exercise a range of options that include the requirement of a progress report regarding the concern(s), a requirement that the institution host a staff visit for the purpose of investigating the concern(s), or a requirement that an institution host a focused visit by a team of evaluators.

In the case of an applicant or candidate institution, any special monitoring function will normally be completed through a combination of the annual staff visit and the related annual progress report. A failure to address the COA's concerns will jeopardize the institution's progress towards accreditation.

An institution that develops an action plan to address low performance indicators, has that plan approved by the appropriate COA committee, and is achieving annual benchmarks for fulfillment of the action plan will be considered to be in compliance with this ABHE policy, and absent other indicators suggesting the contrary, in compliance with ABHE Standards. Institutions which fail to achieve benchmarks in the action plan may be found out of compliance with ABHE Standards and placed on sanction.

Failure to cooperate with the COA's request for information and/or review will call into question an institution's status with the COA. Should the COA determine that an institution's data is unacceptable because of quality or stability issues, the Commission will take action to place the institution on sanction.

Adopted: April 2012; Revised November 2016, **PROPOSED June 2018**