

The background image shows a two-story building with a prominent red roof and white columns. In the foreground, there is a stone bench and some landscaping with green grass and small plants. The text is overlaid on a semi-transparent dark band across the middle of the image.

Accreditation Liaison: What is My Role?

Agenda

1. Thinking through the Role of Accreditation Liaison:
The Purpose.
2. Knowing the Expectations and Your Responsibilities:
No Surprises (For Anyone!).
3. Staying Abreast of Information and Sharing
Appropriately with Others in a Timely Manner.
4. Questions/Discussion.
5. Resources.

Thinking through the Role of Accreditation Liaison: The Purpose

The Accreditation Liaison is the onsite expert in COA Standards, policies, and procedures to ensure that any changes at the institution comply with COA Standards, policies, and procedures.

The Liaison should be a senior administrator who is engaged in any discussion of institutional changes that could impact accreditation.

The Liaison should not, however, be the President because that defeats part of the role of the liaison—to be the second person at the institution who receives information from the Commission.

(ABHE Self-Study Guide, 2023, p. 7).

Knowing the Expectations and Your Responsibilities

(ABHE Self Study Guide, 2023, p. 29)

- Remain current on all Commission on Accreditation (COA) Standards, policies and procedures:
 - The current version of the COA Manual is available on the ABHE website (updated in March).
 - Contact the COA office or Commission staff representative with questions.
 - Respond to calls for comment on Standards and Policies
- Monitor changes at the institution to ensure compliance with COA Standards, policies and procedures.
 - Advise decisionmakers of changes that may impact accreditation.

Knowing the Expectations and Your Responsibilities (Continued)

- Coordinate preparation and timely submission of:
 - ABHE Institutional Update (Annual Report)
 - Accreditation profile updates in Weave (as needed)
 - Progress Reports
 - Substantive Changes
 - Notifications
 - Self-Study
 - Evaluation Team Visit
 - COA Staff Visit

Staying Current and Sharing Information

- The liaison should be present for all institutional planning activities where decisions are made about initiatives that could potentially have accreditation implications.
- The liaison should monitor planning for substantive changes and help the institution plan with timelines necessary for COA approval in mind. Pay attention to:
 - Adding programs.
 - Adding or dropping off-campus instructional locations.
 - Adding or eliminating delivery modes.
- The liaison should monitor due dates for progress reports, etc. (as indicated in the previous section).

Staying Current and Sharing Information (Continued)

- Ensure that COA knows that you are the institutional liaison.
 - Ensure your accreditation profile in the “Personnel” section is current in Weave.
 - Find out who your staff liaison is; introduce yourself.
- Attend the Annual Meeting and attend accreditation related sessions.
- Attend ABHE Webinars.
- Pay attention to COA emails.
- Engage in opportunities to review and comment on standards changes.
- Track information from related organizations such as the National Council for State Authorization Reciprocity Agreements (NC-SARA) and Council on Higher Education Accreditation (CHEA) – even if you are not a member.
- Subscribe to higher education publications such as Higher Ed Dive (newsletter), Inside Higher Ed (subscription), Chronicle of Higher Education (subscription).

Staying Current and Sharing Information (Continued)

- Conduct internal, out of cycle, self-evaluations (use ABHE worksheets).
- Ensure institutional leadership is aware of:
 - Proposed changes to accreditation standards.
 - Proposed changes to federal regulations impacting higher education accreditation (in coordination with your federal compliance officer if that is a different person).
 - Proposed changes to federal regulations impacting higher education practices such as licensure notifications and state authorizations.
 - State-specific regulations, requirements, and authorizations.
- Become a Peer Reviewer!!

Questions and Discussion

Resources

(<https://www.abhe.org/accreditation/accreditation-documents/>)

ABHE (2023). Commission on accreditation manual. <https://www.abhe.org/wp-content/uploads/2023/08/2023-COA-Manual-2023-08-11.pdf>

ABHE (2023). Policy on substantive change. <https://www.abhe.org/wp-content/uploads/2023/10/Policy-on-Substantive-Change-2023-08.pdf>

ABHE (2023). Report guide. <https://www.abhe.org/wp-content/uploads/2023/06/Report-Guide-2023-06-28.pdf>

ABHE (2023). Self study guide. <https://www.abhe.org/wp-content/uploads/2023/04/2023-Self-Study-Guide-March.pdf>

ABHE (2023). Standards self-assessment. Click on “Standards Self-Assessment” at <https://www.abhe.org/accreditation/accreditation-documents/>

One Stop for Accreditation Resources

<https://www.abhe.org/accreditation/accreditation-documents/>

Accreditation Resources

QUICK LINKS

Accreditation

[Accreditation Leadership](#)

[Commission Actions](#)

[Accreditation FAQ's](#)

[Accreditation Resources](#)

[Evaluation Visits](#)

[Peer Evaluator Network](#)

[Evaluation Team Training](#)

[Comprehensive Standards
Review](#)

[Call for Comments](#)

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Application

Accreditation Materials

Self-Study

Evaluation Teams

Complaints

Click on the Document Title in order to Download

- [COA Manual](#)
- [COA Manual – CHANGES](#)
- [Institutional Conditions of Eligibility](#)
- [Institutional Accreditation Standards](#)
- [Library Guidelines](#)
- [Standards Self-Assessment](#)
- [Tenets of Faith](#)
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