



# GOODWIN COLLEGE PROCEDURE

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<b>TITLE:</b>	<b>Accreditation Procedure</b>
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## **INTRODUCTION STATEMENT:**

Goodwin College's policy is to attain specialized programmatic accreditation for all academic programs when required. In addition, the college considers voluntary programmatic accreditation as part of the program review process and attains it when appropriate.

## **AREAS OF RESPONSIBILITY:**

- **President:**
  - Makes final accreditation decisions.
  - Receives and distributes official correspondence as appropriate.
- **Executive Vice President and Provost:**
  - Recommends actions and advises President on accreditation decisions.
  - Reviews all official correspondence and reports prior to being sent.
- **Vice President of Academic Affairs (VPAA):**
  - Confers with Provost and President on whether or not to seek programmatic accreditation.
  - Meets regularly with chair to provide appropriate academic oversight.
  - Reads final drafts and approves all official correspondence to accreditors before they are submitted to the accreditation agency and after review by the Office of Institutional Effectiveness (OIE) staff.
- **Department Chair:**
  - Supports the program director with all aspects of programmatic accreditation (e.g., weekly meetings).
  - Provides the VPAA with progress reports during regular meetings.
- **Program Director:**
  - Responsible for obtaining and maintaining programmatic accreditation.
  - Manages programmatic dashboards and reviews them regularly with the department chair.
  - Meets all accreditation deadlines. Writes and maintains copies of all self-studies and progress reports.
  - Maintains copies of official communications with the programmatic accreditor and copies the Chair and Office of Institutional Effectiveness on all official correspondence. The Chair keeps the VPAA informed.
- **Assistant Vice President for Institutional Effectiveness (AVP OIE) (Accreditation Liaison Officer):**
  - Manages the state and regional accreditation process (e.g., drafts initial licensure, accreditation, progress reports for the State of Connecticut Department of Office of Higher Education or NEASC).
  - Oversees and monitors the programmatic accreditation process (e.g., Maintains the programmatic accreditation tracking worksheet, reviews and edits reports, maintains copies of official correspondence (e.g., letters to the President). Make regular formal reports to the Program Development and Evaluation Committee.
  - Develops online resources on best practices and offers professional development to support the accreditation processes in collaboration with the Center for Teaching Excellence.

## **PROCEDURE DETAILS:**

1. Program Director

The Program Director is responsible for making the initial contact and maintaining ongoing communication with the programmatic accrediting agency. All official, written communication with an accreditor must be reviewed by the Vice President of Academic Affairs and the AVP OIE prior to mailing. The Program Director adheres to deadlines set forth by the programmatic accrediting agency, and submits all self-studies and progress reports with required current documentation and exhibits to the accrediting agency. These deadlines include submissions for initial accreditation and final accreditation self-studies, site visit team report responses and progress reports.

In each case, the program director will:

- Draft all official correspondence and reports related to accreditation.
- Use official college statistics on the program located on the data reports drive. In some cases, the Program Director may maintain their own data. In this case, that information must be reviewed and substantiated by OIE. The department and OIE should maintain copies of data reports and correspondence.
- Work with the Office of Institutional Effectiveness (OIE) in the following manner:
  - Submit data requests via School Dude
  - Submit reports for final editing/review through email
  - Copy OIE on official correspondence with the accreditor
  - Inform OIE if a program is placed on **probation**
    - If a program is placed on probation, the program director follows the same procedure used to complete self-study and progress reports. In addition, the program director and chair should prepare a formal update and request for resources to cabinet.
  - Include OIE on any committees or other organizational meetings related to seeking and maintaining professional accreditation.
- The program director ensures that any information on the college website is current. Copy OIE staff when accreditation-related update requests are made of the Communications department.
- Apprise the department chair and OIE of significant dates (e.g., self-study, progress report and site visit dates).

## 2. Office of Institutional Effectiveness

OIE staff serve as resources to program directors and department chairs as they seek, maintain, or discontinue programmatic accreditation. Within OIE, the following processes occur:

- Institutional Research responds to School Dude requests to provide official data in a timely manner.
- OIE staff read drafts of submitted accreditation reports, suggest necessary edits
  - The program director will then send the document to the department chair, who when it is ready, sends it to the Vice President of Academic Affairs and Provost for final approval.
- OIE maintains a paper and electronic record of official correspondence with regional and professional accreditation agencies. OIE will use outlook to schedule reminders for the program director and department chair when a self-study or progress report is due. OIE will also work with the program directors to maintain a centralized calendar with information about the accreditation cycle and self-study, site visit dates.
- OIE will work with the programs to help guide them through the initial professional accreditation process (e.g., work with a consultant to review self-study drafts, design a mock-site visit, and review plans for the official accreditation visit). While the department is ultimately responsible for these tasks, OIE will provide consulting services to help ensure that the accreditation efforts are successful.
  - OIE will provide some financial support for the initial accreditation visit, but the program director and chair should anticipate accreditation fees and build them into their program budget.
- OIE will offer a once-a-semester roundtable discussion in the Center for Teaching Excellence to discuss best practices in programmatic accreditation with the chairs, program directors, and administrative assistants (e.g., review the accreditation policy and procedure, review and strengthen data tracking tools, and share best practices/lessons learned related to tasks occurring before, during and after the accreditation visit).

Finally, OIE manages the state and regional accreditation process. The office ensures that all initial licensure applications, accreditation and progress reports are completed with the appropriate college personnel and submitted in a timely manner.

**DEFINITIONS: N/A**

**HISTORY:**

The policy and procedure were initially created in February of 2016, and reviewed by the Department Chairs and Program Directors in the spring of 2016. The Cabinet approved the policy and procedure on 11/8/2016.

<b>RESPONSIBLE OFFICE:</b>	Institutional Effectiveness
<b>REVIEW DATE:</b>	June, Annually

**APPENDICES:** N/A