



Policy Changes Proposed on First Reading

Title: Commission Staff

Background

These proposed policy changes provide for enhanced information about the role of the liaison, as recommended by the Policy Task Force, but also include information about the role of the Commission liaison or other Commission staff in certain on-site evaluation visits. In addition, policies related to the visit have been cross-referenced to note the presence of Commission staff.

Key to Proposed Changes

Because these policies will be included in a revised presentation of Commission Policies, they are shown here with a temporary numbering scheme. Policy wording to be deleted or revised is shown as strikethrough (~~old wording~~); new policy language, whether through addition or revision, is shown in bold (**new wording**).

Comments Invited

The Commission invites comments on these changes before the Board takes final action at its meeting on October 31 – November 2, 2012. Comments can be sent to policycomments@hlcommission.org. Comments on these policies are due by September 7, 2012.🌿

	Divide Role of Staff from Process for Making Minor Changes to Accreditation Relationship
Current Policy 2.2(h)	<p>Staff Actions and Recommendations</p> <p>As defined in Commission policy, the staff may act to change an institution's Statement of Affiliation Status or recommend directly to the Institutional Actions Council that a change in the Statement of Affiliation Status be approved. (See 3.1, CHANGES IN RELATIONSHIP WITH THE COMMISSION.)</p> <p>Staff may act to approve the following: editing of the Statement of Affiliation with non-substantive amendments; changing the date of upcoming evaluations or filing of reports by no more than one year and not to exceed the maximum timeframe for evaluation visits provided in Commission policy; approving progress and monitoring reports or requiring follow-up reports on the same or</p>

	<p>related topics; and removing an institution from expedited desk review or notification for approval of additional locations.</p> <p>Staff may recommend to the Institutional Actions Council for review and action the following: substantive amendments to the Statement of Affiliation Status including modifications to the Stipulations section; changing the date of upcoming evaluations or filing of reports by more than one year or beyond the maximum ten years required for a comprehensive evaluation; and new requirements for monitoring.</p> <p>Also, as defined in Commission policy, the President may bring to the Board of Trustees recommendations on sanction and withdrawal of status. (SEE 2.5 SANCTIONS, WITHDRAWAL AND RELATED ACTIONS (renumbered February 2010).)</p> <p>Adopted June 2011.</p>
<p>Revised Policy 14.1</p>	<p>Staff Role and Responsibility</p> <p>The professional staff of the Commission shall be responsible to the President of the Commission, or to any intermediate supervisor who reports to the President, who in turn shall be responsible to the Board of Trustees. The staff shall assist institutions in the accreditation processes, implement Commission policy, and carry out other responsibilities given it by the Board of Trustees the President and by Commission policy but shall not serve as an advocate for any institution. The staff shall not make accrediting decisions, except as identified in this document, nor shall it serve as advocate for institutions. The Commission staff shall have the discretion to establish and modify Commission procedures. All procedures must be in keeping with the intention and spirit of Commission policy and all will receive periodic review from the Board of Trustees to assure conformity with policy.</p> <p>Commission Staff on Evaluation Visits. The Commission staff liaison or other Commission staff member may accompany the evaluation team on certain visits. These visits include:</p> <ul style="list-style-type: none"> • Advisory Visits • Visits for Removal of Sanction or Show-Cause • Visits for Candidacy or initial accreditation <p>The President of the Commission shall determine whether the liaison or other Commission staff member will accompany a specific evaluation visit. The Commission President also has the discretion to determine that circumstances warrant having a Commission staff liaison or other Commission staff member accompany evaluation visits other than those visits expressly noted above.</p> <p>The role of the Commission staff member accompanying an evaluation visit shall be (1) to support the team as needed with guidance on</p>

	<p>Commission policy and procedure; (2) to answer questions from the public or institutional representatives about Commission processes related to the visit; and (3) to observe the visit. When preparing to take action regarding the institution, the Board of Trustees or Institutional Actions Council may ask the Commission staff member to discuss the evaluation visit, but the staff member will not prepare a written report separate from the report prepared by the evaluation team.</p> <p>In addition, Commission staff shall participate as a team member in any Fact-Finding Team related to Change of Control, Structure or Organization or in any on-site investigation of any serious complaint or legal, ethical or other related issue at an institution.</p>
	<p>Policy history: Adopted January 1983.</p>
<p>Revised Policy 14.2 [Relocation of 2.2(h)]</p>	<p>Staff Authority for Minor Changes Related to an Institution's Relationship with the Commission</p> <p>As defined in Commission policy, Commission staff may act to change an institution's Statement of Affiliation Status or recommend directly to the Institutional Actions Council that a change in the Statement of Affiliation Status be approved. (See 3.1, CHANGES IN RELATIONSHIP WITH THE COMMISSION.)</p> <p>Staff may act to approve the following changes: editing of the Statement of Affiliation with non-substantive amendments; changing the date of upcoming evaluations or filing of reports by no more than one year and not to exceed the maximum timeframe for evaluation visits provided in Commission policy; approving progress and monitoring reports or requiring follow-up reports on the same or related topics; and removing an institution from expedited desk review or notification for approval of additional locations.</p> <p>Staff may recommend to the Institutional Actions Council for review and action the following: substantive amendments to the Statement of Affiliation Status including modifications to the Stipulations section; changing the date of upcoming evaluations or filing of reports by more than one year or beyond the maximum ten years required for a comprehensive evaluation; and new requirements for monitoring.</p>
	<p>Adopted November 1991.</p>
	<p>Other Policy Changes Required by these Changes: 1) Statement of Affiliation Status</p>
<p>Policy 2.4(b)</p>	<p>Statement of Affiliation</p> <p>The Statement of Affiliation Status (SAS) provides official information regarding the conditions of the institution's accreditation with the Commission. Such information will include, but is not restricted to, the type of affiliation the</p>

	<p>institution has with the Commission; sanctions, if any, attendant to that status; the date of the institution's next comprehensive evaluation; and any monitoring the institution must undergo prior to that evaluation. Other information relevant to the facts of the institution's relationship with the Commission may be added at the discretion of the President.</p> <p>The SAS is updated at the time of Commission action and accompanies every Commission action letter. (SEE 2.3(a), OFFICIAL ACTION OF THE COMMISSION.) The SAS is accompanied by the Organizational Profile (OP), a summary of data provided to the Commission by each affiliated institution. It is updated annually after the Commission receives the institution's annual data report and may be updated at the time of Commission action by any Commission decision-making body or by Commission staff. (SEE 1.2, ANNUAL REPORTING FROM AFFILIATED INSTITUTIONS.) The SAS and OP are public documents and are posted on the Commission's website.</p> <p>Changes to the SAS Staff may act on its own initiative or at the request of an institution to approve the following changes to the SAS: editing of the Statement of Affiliation with non-substantive amendments; and changing the date of upcoming evaluations or filing of reports by no more than one year and not to exceed the maximum timeframe for evaluation visits provided in Commission policy. approving progress and monitoring reports or requiring follow-up reports on the same or related topics; and removing an institution from expedited desk review or notification for approval of additional locations.</p> <p>Staff may recommend to the Institutional Actions Council for review and action on the staff's own initiative or at the request of an institution the following changes to the SAS: substantive amendments to the Statement of Affiliation Status including modifications to the Stipulations section; and changing the date of upcoming evaluations or filing of reports by more than one year or beyond the maximum ten years required for a comprehensive evaluation; and new requirements for monitoring.</p>
	Policy history: Adopted February 2007.
	2) Interim Reports;
<p>Revised Policy 3.6(a)</p> <p>(Pathways Policies)</p>	<p>Interim Reports</p> <p>An institution shall submit a required interim report according to the due date established in the action calling for the interim report. Staff will review and prepare a written analysis of all reports and may act on behalf of the Commission to accept the report or require additional reports on the same or related topic or may recommend to the Commission's Institutional Actions Council decision-making bodies that further monitoring, including new interim reports or focused visits, as appropriate to the institution's Pathway assignment, be required on the same topics identified in the action or on other topics.</p>

	<p>Add “require additional reports on the same or related topic.” <i>SEE UNDERLINED</i></p>
	None. New policy.
<p>Revised Policy 3.2(b)1.4</p>	<p>Expedited Approval of Additional Locations</p> <p>Institutions that have previously received approval from the Commission to initiate at least three additional locations may seek access to an expedited program for approval for future additional locations. Such access shall reflect the Commission’s determination that the institution has a proven record of educational and administrative oversight of such locations and has the capacity to extend that oversight to new additional locations. Commission programs allowing for expedited approval of additional locations are Notification Program for Additional Locations and Desk Review Program for Additional Locations. An institution’s request for initial access to an expedited program approval of future additional locations will be granted only after the institution has been reviewed by a Change Visit or other review resulting in a written report that documents the institution’s compliance with appropriate requirements as outlined in this policy. Staff may act to remove an institution temporarily or permanently from expedited desk review or notification for approval of additional locations when an institution’s capacity to provide appropriate oversight over its existing or future additional locations has been called into question.</p>
	None. New policy.
	3) Evaluation Visit Policies
<p>Revised Policy 1.1(c)</p> <p>(Pathways Policies)</p>	<p>EVALUATION FOR INITIAL ACCREDITATION OR CANDIDACY</p> <p>Comprehensive Evaluation. Add to the end of the first paragraph “The President of the Commission shall determine whether the institutional liaison or other Commission staff member will accompany the initial accreditation or candidacy visits.” See Commission policy 14.1, STAFF ROLE AND RESPONSIBILITY.</p>
	None. New policy.
<p>Revised Policy 3.6(b)</p>	<p>Special Monitoring</p> <p>The Commission reserves the right to call for special monitoring when the integrity of the institution and its educational programs might be in jeopardy. The President may conduct such monitoring by calling for a special report or an Advisory Team Visit. Add “The President of the Commission shall determine whether the institutional liaison or other Commission staff member will accompany the Advisory Team Visit.” See Commission</p>

	policy 14.1, STAFF ROLE AND RESPONSIBILITY.
	Adopted November 1999, revised February 2001, revised February 2007. New policy.
Revised Policy 2.5(b)3 (Pathways Policies)	Comprehensive Evaluation During Probation Comprehensive Evaluation. Add at the end of the first paragraph “The President of the Commission shall determine whether the institutional liaison or other Commission staff member will accompany evaluation visits related to probation.” See Commission policy 14.1, STAFF ROLE AND RESPONSIBILITY.
	None: New Policy.
Revised Policy 2.5(c)	Show Cause Order (Procedural Order) The Board of Trustees may require an institution to show-cause, within a limited period of time not to exceed one year, as to why its accreditation should not be removed. The Board of Trustees will explain the reasons for its decision in a show-cause order. The show-cause order will require that an institution (1) present its case for continued accreditation by means of a report, known as a show-cause report, that provides substantive evidence that the institution continues to meet each of the Criteria for Accreditation and (2) host an on-site evaluation team to validate the report. Add “The President of the Commission shall determine whether the institutional liaison or other Commission staff member will accompany the Show-Cause Evaluation Visit.” See Commission policy 14.1, STAFF ROLE AND RESPONSIBILITY.
	Adopted June 2000, revised June 2006.
Policy 1.2(b)3 (Pathways Policies)	Process Elements Common to Open and Standard Pathway Comprehensive Evaluation. Add at the end of the first paragraph “The President of the Commission shall determine whether the liaison or other Commission staff member will accompany any visit related to an Assurance Review.” See Commission policy 14.1, STAFF ROLE AND RESPONSIBILITY.
	None: New Policy.