

# ACCSCCT Alert!

Information for  
our member schools

**To:** ACCSCT-Accredited Institutions and Other Interested Parties  
**From:** Michale S. McComis, Ed.D., Executive Director  
**Date:** September 1, 2009  
**Subject:** Name Change, Bylaws Revisions, and Schools to be Considered

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The Accrediting Commission of Career Schools and Colleges of Technology (“ACCSCT”) has announcements in the following areas:

- *Name Change for the Accrediting Commission of Career Schools and Colleges of Technology*
- *Logo Design Competition: Student Winner Announcement*
- *Bylaws Revisions*
- *New Electronic Election and Ballot Process*
- *Schools to Be Considered List for the November 2009 Meeting Available Online*

The full text of the *Accreditation Alert* is available on the Commission’s website at [www.accsct.org](http://www.accsct.org). Go to “*Accreditation*” and access “*Standards of Accreditation*” and then “*Accreditation Alert*.”

Please check the Commission’s website regularly for announcements and be sure to keep your contact e-mail current using the ACCSCT Annual Report Portal. The Commission sends all *Accreditation Alert* correspondence electronically to its member institutions and will rely on the e-mail address provided in each institution’s Annual Report.

For additional information related to this *Accreditation Alert*, please contact Michale S. McComis, Ed.D., Executive Director, at (703) 247-4520 or via email at [mccomis@accsct.org](mailto:mccomis@accsct.org).

### **Name Change: The Accrediting Commission of Career Schools and Colleges**

The Commission is pleased to announce the established timelines for the name change to the Accrediting Commission of Career Schools and Colleges (ACCSC). The Commission intends to unveil its new logo at the Professional Development Conference on September 14-16, 2009 in San Diego, California and will begin to use its new name officially on October 1, 2009. Schools and organizations that wish to begin using the new name in reference to the Commission are free to do so prior to October 1, 2009; however, the Commission will not make its transition official until that date. On October 1, 2009, the Commission will make the new ACCSC logo available on its website – www.accsc.org. The Commission expects that its accredited institutions will have all publications and websites updated with the new name no later than January 1, 2011.

### **Logo Design Competition: Student Winner Announcement**

To accompany the name change, the Commission sought entries from students, faculty, and staff from its accredited institutions to design a new ACCSC logo. The Commission received close to 200 entries for the contest from over 30 institutions showcasing an array of student talent, artistry, and imagination. The Commission is pleased to announce that it has chosen the design of Anastasia Carrizales from Platt College in Aurora, Colorado as the winner of the student contest. The Commission found that Ms. Carrizales's entry most effectively incorporated both simplistic and complex elements of the organization into a visually cogent design. The Commission intends to use Ms. Carrizales's design for product specific purposes as it has developed another design as its primary logo to be unveiled in September at the Professional Development Conference. The Commission again congratulates Ms. Carrizales for her efforts and creativity and wishes her the best in her career pursuits as a designer.

### **Bylaws Revisions**

The Commission is pleased to announce the results of the recent ballot to revise the organization's Bylaws. Voters overwhelmingly approved each ballot initiative. The following new Bylaws are effective as of September 1, 2009 and will be published in the October 1, 2009 version of the *Standards of Accreditation*:

#### **Section 1.08 – Vacancies**

In the event of a vacancy on the Commission by reason of resignation, health, removal or otherwise, the Executive Committee of the Commission established pursuant to Section 1.09.a hereof shall nominate candidates to fill such vacancy from among former Commissioners, irrespective of the date that their terms ended. Notwithstanding the foregoing, the Executive Committee may nominate only one candidate to fill a vacancy if it is not practicable to nominate multiple candidates. The Commission shall fill such vacancy only upon a majority vote. If a majority vote cannot be secured for a nominee, the Commission shall request new nominations from the Executive Committee, and the vacancy shall not be filled until a nominee is appointed by the Commission upon a majority vote. A Commissioner selected to fill such vacancy shall serve until the end of the fiscal year in which the Commissioner is selected.

The Nominating Committee established pursuant to Section 1.09.b hereof shall nominate candidates for election to serve the remainder of the term of the position in which the vacancy occurred either when it normally convenes to nominate candidates to fill vacancies on the Commission for Commissioners whose terms are expiring or at another time if the normal nominating process has been completed. A

Commissioner elected to serve the remainder of a term shall thereafter be eligible to run for election to serve for a subsequent full term without having to wait four (4) years as set forth in Section 1.06 hereof, provided that 50% or less of the term of the position in which the vacancy occurred remains to be served. If more than one-half of such term remains to be served, the Commissioner selected to fill the vacancy shall be ineligible to serve for another full term in the same manner under Section 1.06 hereof as Commissioners who have completed a term of four (4) years.

### **Section 1.09 – Committees**

The Commission may create such standing or special committees as it may deem necessary or desirable and define their duties and responsibilities. Except as provided below, appointments to such committees shall be made by the Chair of the Commission as such office is defined in Section 1.11.a hereof and confirmed by the Commission. In addition to the foregoing, the following shall constitute standing committees of the Commission:

- b. Nominating Committee: The Nominating Committee shall consist of five (5) persons as follows:
- i. the Chair and Vice Chair of the Commission;
  - ii. one (1) person appointed by the Chair and confirmed by the Commission from among the following categories: a current member of the Appeals Panel established by the Commission under the standards of accreditation, a person who has served as a leader of visiting teams used by the Commission for site visits to accredited institutions, a former School Commissioner or Public Commissioner as defined in Section 1.01, or a representative of the public with special knowledge, interest and expertise in career education and training; and
  - iii. two (2) representatives of the members of the Corporation with each one (1) nominated and elected by the members biennially in alternate years in accordance with the voting and election procedures provided in Section 2.07 hereof.

The Commission shall inform the members of the Corporation and other interested parties of vacancies on the Nominating Committee and request the submission of nominations to fill those vacancies. The Commission will review the Nominating Committee nominations received, select those deemed most appropriate to serve, and will put forth for election minimally two nominations for each vacancy to be filled on the Nominating Committee, unless the Commission does not receive a sufficient number of nominations to fulfill this requirement in which case the Commission will put forth as many nominations that are deemed appropriate and as are available.

The Nominating Committee shall nominate at least two candidates for each vacancy on the Commission and shall report its nominations to the Commission and the members of the Corporation, except as provided in Section 1.08 hereof. The Nominating Committee in nominating candidates, and the Commission in appointing Commissioners pursuant to Section 1.04, 1.05, and 1.08 hereof, shall give consideration to achieving a diversity of backgrounds, experiences, and perspectives in order to achieve the purposes of the Corporation.

### **Section 2.03 – Annual Meeting**

A meeting of the members shall be held annually at a date and a place which shall be determined by the Accrediting Commission. The purpose of such meeting shall be the receipt of reports on the budget and finances of the Corporation and its activities and affairs, approval or disapproval of dues and assessments pursuant to Article III hereof, if necessary, and the transaction of other business as specified by the Accrediting Commission.

### **Section 2.05 – Notice**

Notice of the time, place, and purpose of meetings of the members shall be mailed to the last recorded address (physical or electronic) of each member at least thirty (30) days before the date appointed for the meeting. A member may waive any notice required by law or these Bylaws before or after the date and time of the meeting that is the subject of such notice. The waiver shall be in writing, signed by an authorized representative of the member, and delivered to the Secretary of the Corporation. A member that attends a meeting (1) waives objection to lack of notice or defective notice of the meeting unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting and (2) waives objection to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice unless the member objects to considering the matter when it is presented.

### **Section 2.07 – Voting**

- a. **Manner:** Each member shall have one vote. Such vote shall be cast by an individual affiliated with and duly appointed by the member to vote (hereinafter referred to as the "Designated Delegate"). Proxies shall not be permitted on any vote, and no person may be the Designated Delegate for more than one member; however, a Designated Delegate may serve as such for up to five (5) members under common ownership and control. Election of School Commissioners, members of the Nominating Committee, and approval or disapproval of amendments to the Articles of Incorporation and the Bylaws shall occur through mail or electronic ballots in accordance with procedures established by the Accrediting Commission. All other matters subject to a vote under these Bylaws may be determined by mail or electronic ballots, voting in person at a meeting of the members, or both in accordance with procedures established by the Accrediting Commission. Election and voting procedures shall be subject to such conditions and limitations as the Accrediting Commission may establish to provide for an orderly and considered decision by members of the Corporation. Upon accreditation by the Commission, each member shall notify the Secretary of the Corporation in writing of its Designated Delegate. Changes in a member's Designated Delegate shall be made in writing to the Secretary at least fifteen (15) days prior to the date of any scheduled meeting of the members. The record date for determining eligibility to vote shall be the date that the vote is taken.

### **Section 4.04 – Amendment of Bylaws**

The Bylaws of the Corporation may be amended only upon at least a two-thirds (2/3) vote of the Accrediting Commission to propose an amendment to the members of the Corporation and an affirmative vote by mail or electronic ballot of at least two-thirds (2/3) of the votes cast by the members of the Corporation.

### **New Electronic Election and Ballot Process**

Pursuant to the revised Bylaws, the Commission will begin to conduct elections using a third-party vendor to manage the balloting. Critical to the success of this endeavor is that we ensure that our database includes a correct e-mail contact address for each accredited institution. In addition, it is important that each accredited institution's IT infrastructure recognize messages from the Commission as high importance (i.e., not SPAM or Junk Mail). The Commission intends to use the electronic balloting process in the upcoming Nominating Committee Election (the Call for Nominations for the Nominating Committee is included with this *Accreditation Alert* and is due in the ACCST office by September 22, 2009).

In order to prepare for that election, the Commission asks that each accredited institution ensure that the main contact e-mail address filed through the ACCSCT Annual Report portal is current and that all spam filters are adjusted to recognize and allow through messages from accsct.org and accsc.org. For this election, the Commission will be sending a test e-mail to determine the current “undeliverable” addresses on file and the concordant bounce back rate. For each notice of an undeliverable e-mail address received, the Commission will contact that school directly in order to obtain a current e-mail address. Please note that schools are able to update the main contact e-mail address at anytime using the Annual Report Portal. The Commission considers it the responsibility of each accredited institution to ensure that the main contact e-mail address on file with the Commission is current at all times.

### **Schools to Be Considered List for the November 2009 Meeting Available Online**

The Commission has prepared and published a list of the schools that may be considered at its November 2009 Commission meeting. Reviews scheduled for the November 2009 meeting include, but are not limited to, those schools that have undergone evaluations for initial and renewal applications for accreditation; substantive changes such as the addition of new programs (i.e., non-degree, degree, and distance education), changes of location, changes of ownership, and the addition of separate facilities; and other reviews as may have been deemed necessary by the Commission.

The *Schools to be Considered List* can be found on the Commission’s website at [www.accsct.org](http://www.accsct.org). Go to “*Commission Actions*” and then “*Schools to be Considered.*”

Accredited institutions, governmental and non-governmental agencies, industry members, the general public, and other interested parties are invited to submit written comments pertaining to any school included on the Commission’s list. Comments should include information that will assist the Commission in making a decision regarding the accreditation action pending for a school. Any comments received will be forwarded to the school with an opportunity to submit a response to those comments. The deadline to submit written comments is **October 12, 2009**. Submit written, signed, and dated comments to Nickia Alli, School Actions Coordinator, by way of the Commission office or via e-mail at [nalli@accsct.org](mailto:nalli@accsct.org).