



▶ A NOTE OF TO VOLUNTEERS FROM ACCSCT'S EXECUTIVE DIRECTOR, DR. MICHALE MCCOMIS 1



▶ THE RESULTS ARE IN AND TEAM LEADERS AND EDUCATION SPECIALISTS ARE LOOKING TO RECEIVE THEIR MATERIALS IN A NEW WAY..... 2



▶ TRAVEL UPDATE AND REMINDER – CHANGES THAT AFFECT EVERYONE 2

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the Volunteer Source

THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY
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I have seen firsthand the efforts made by our volunteers to represent the Commission's values of integrity, open communication, and teamwork as a means to make the accreditation process meaningful, useful, palatable, and collegial.

A Note to Volunteers from Dr. Michale McComis



Greetings volunteers. I would like to take this opportunity to thank all of you for your service to the Commission and for your diligence to ensuring the success of the ACCSCT accreditation process. As many of you know, I “cut my teeth” out in the field accompanying on-site evaluation teams to many of our accredited institutions. In addition, I have assisted several appeals panels in their important deliberations regarding Commission actions and I have asked many of you to serve on focus groups and task forces to help the Commission in its thinking about important policy issues. From all of these

experiences I have garnered significant respect for the efforts of our volunteers. I have seen firsthand the efforts made by our volunteers to represent the Commission’s values of integrity, open communication, and teamwork as a means to make the accreditation process meaningful, useful, palatable, and collegial. In my new role as the Commission’s Executive Director, I ask for your continued support to continue in these efforts and to help us retain our place as a premier postsecondary accrediting agency. I ask that you go about your volunteer duties keeping in mind that your service as agents and representatives of

ACCSCT places you in a highly valued role and that your efforts are the cornerstone of our success. I also ask that you go about your duties with a commitment to fairness and collegiality and with a view toward seeing accountability as a means both to measure institutional success and to lay a foundation for institutional improvement. If we continue to adhere to these fundamental ideas, we will continue our success as an accrediting agency and we will continue to contribute in meaningful ways to the success of students.

– **Michale S. McComis, Ed.D.**
Executive Director, ACCSCT



GROWING RESOURCES

ACCSCT’s website is continuing to grow. Check out the latest in ACCSCT’s Monograph Series and Webinars at www.accsct.org. For the latest Monograph Series, including “Maximizing Program Advisory Committees” click [HERE](#). Starting last year with Institutional Assessment and Improvement Planning, ACCSCT also began launching Webinars. For the latest Webinars, including “The Graduation and Employment Chart: A Line by Line Analysis” click [HERE](#). Check back often as new resources become available.



On-site Evaluations & Electronic Materials

ACC SCT recognizes the time and commitment that our volunteers invest in the accreditation process and in an effort to make Education Specialists and Team Leaders' volunteer experiences more efficient; we are dedicated to finding the best way to provide school evaluation materials.

ACC SCT Commissioners, Appeal Panel Members as well as Progress, Financial Review, and Degree Committee volunteers receive their materials electronically from ACC SCT's website and now our largest volunteer pool is ready to do the same. In an effort to move forward with electronic materials for the on-site evaluations, the Institutional Review staff at ACC SCT has been working on similar ways to provide Education Specialists and Team Leaders with their on-site evaluation materials. ACC SCT recognizes the time and

commitment that our volunteers invest in the accreditation process and in an effort to make Education Specialists and Team Leaders' volunteer experiences more efficient; we are dedicated to finding the best way to provide school evaluation materials. Accordingly, Olivia Sandown, Accreditation Coordinator, contacted Education Specialists and Team Leaders recently to solicit feedback about this potential and the results are in. Fifty-one percent of Education Specialists and 46% of Team Leaders participated in the survey. Here is a glimpse of what these Education Specialists and Team Leaders had to say:

- 55% of the Education Specialists and Team Leaders already use an electronic evaluation form
- 91% of the Education Specialists and Team Leaders have a laptop available to bring to on-site evaluations
- 95% of the Education Specialists and Team Leaders are comfortable with electronic data retrieval systems (i.e. downloading materials from ACC SCT's website)

Thank you, Education Specialists and Team Leaders for your participation in this survey. If you have any questions or comments about this initiative, please contact Olivia at osandown@accsct.org.

MEET ACC SCT'S NEWEST STAFF MEMBER



ACC SCT is pleased to announce that Courtney Kiesel returned to the Accrediting Commission and has joined the Institutional Review Department as our newest Accreditation Coordinator. Courtney commenced her new duties on Monday, June 22, and is eager to assume the responsibilities and travel requirements of an Accreditation Coordinator. Courtney reports to Jessica Tanaka and is based at the Commission's Arlington offices. Please join us in welcoming Courtney.

ACC SCT Travel Update & Reminder



Over the past several years, business travel has drastically changed – airline closures or mergers, fewer available flights, higher airfares, and consistent increases in travel costs. For example, additional expenses such as checked-baggage fees, increased hotel and car rental charges, fuel prices, and applicable taxes have impacted costs when conducting on-site evaluations. The last two quarters of the Commission's 2008 fiscal year saw consistently higher rates in each of these areas with the highest percentage increase coming from air travel expenses. Although the Commission is reviewing its travel budget, your assistance and cooperation is essential to help us economize the expenditures associated with conducting on-site evaluations. Therefore, when agreeing to volunteer for an ACC SCT on-site evaluation, please be mindful of the following (as these have a significant impact on travel costs and reimbursements):

- (1) Contact ACC SCT's travel agent: Carlson-Wagonlit Travel ("CWT").
- (2) Secure airline ticket **within 1-2 days** of being cleared for the on-site evaluation.
- (3) Please provide CWT with your name as it appears on your driver's license and be prepared to provide your birth date and year as this is necessary for security purposes. Otherwise, you may be denied boarding access.
- (4) Select most discounted airline (be flexible and open to other airline carriers).
- (5) Be mindful of checked baggage (the more you pack the more you need to carry).
- (6) Obtain original receipts for all expenses.
- (7) All travel-related expenses must comply with established expense guidelines.
- (8) Timely submission of expense reports (submit within 2-week following evaluation).
- (9) Please contact the Commission office at (703) 247-4212 with any questions.

As reminder, please contact Carlson-Wagonlit Travel at (800) 669-6024 for all of your ACC SCT travel needs. Our designated agents include: Marianne Bruce at mbruce@carsonwagonlit.com; Wendy Kopecky at wkopecky@carsonwagonlit.com; and Laura Shores at lshores@carsonwagonlit.com.

Thank you very much for volunteering your time and expertise. Together, we are successful in our review of our accredited institutions. Safe travels.