

## Program Review Committee

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or the “Commission”) appreciates your interest in applying to serve as a Member of the Program Review Committee. This volunteer role is essential to the accreditation process and is critical to ACCSC’s mission.

### **ACCSC’s Mission:**

ACCSC’s mission is to ensure quality education that enhances student success in the workforce.

ACCSC’s Mission has two primary objectives:

- To assure students and the general public of the quality of educational training provided by ACCSC-accredited institutions and their programs and
- To assist institutions in continuously improving themselves and the training they provide students.

### **About ACCSC:**

For over 50 years, ACCSC has been committed to establishing and advancing quality education at postsecondary career schools and colleges. The United States Department of Education has recognized ACCSC as a reliable authority for the establishment of educational standards since 1967.

ACCSC’s scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting and degree-granting institutions, including those granting associate, baccalaureate, and master’s degrees predominantly organized to educate students for occupational, trade, and technical careers. The Commission also accredits those institutions that offer programs via distance education.

ACCSC stimulates, verifies, and recognizes ongoing educational quality and institutional integrity in schools and colleges offering career education programs. ACCSC accreditation assures that an institution and its educational programs meet established standards and will effectively benefit students. Likewise, institutions benefit through continuous self-evaluation and self-improvement.

## **ACCSC Core Values:**

As an organization, ACCSC is dedicated to:

- **Integrity:** Accomplishing our mission with a commitment to ethics, honesty, trust, consistency, and fairness.
- **Accountability:** Fulfilling our responsibilities to one another, the higher education community, and the public.
- **Continuous Improvement:** Cultivating personal and professional growth through learning, goal setting, innovation, commitment, and participation.
- **Community:** Fostering a free and timely exchange of ideas through the establishment of strong partnerships that emphasize respect and mutual support.

The Commission meets regularly to review the materials of each school on its agenda, is concerned with the totality of each school and views each school in accordance with all of the available information gathered through the accreditation process.

## **ACCSC Program Review Committee**

ACCSC is currently accepting applications for qualified individuals to serve as members of the Program Review Committee. Committee members will provide a review and analysis of degree applications submitted by ACCSC accredited institutions; review of Distance Education, recommend policies and procedures with respect to the review and approval processes; review and analysis of special considerations proposed by ACCSC accredited institutions in conjunction with degree programs; and review and analysis of any other supporting information.

### **Committee Members can expect to:**

- Review and analyze associate, baccalaureate and master's degree applications, Distance Education programs, and special considerations submitted by ACCSC accredited institutions;
- Advance understanding of private postsecondary education institutions, including accreditation and licensure procedures, curriculum and program design, commonly accepted practices within degree granting institutions, faculty qualifications, distance education and

- Support the Commission's efforts to research and consider modifications to its degree Program Review Committee and approval processes, including accreditation standards and, processes and procedures that relate to degree programs.

### **Time Commitment:**

- The Commission appoints qualified candidates to the Program Review Committee for a term of four (4) years.
- The Program Review Committee meets by conference call on at least a monthly basis to consider degree applications that ACCSC staff has screened and organized.
- Committee members must review all files prior to each meeting to ensure thoughtful consideration and discussion.

### **Qualifications:**

To be eligible to serve on the Program Review Committee, individuals must have **at least eight years** of practical experience in education, leadership, and administration in postsecondary education, have the ability to effectively utilize electronic media and have a good command of the English language.

Eligibility to review and recommend appropriate action to the Commission for associate, baccalaureate, and master's degrees are also contingent upon the following eligibility criteria in addition to the above noted experience requirement:

- Committee members considering associate degrees must, at a minimum, possess a baccalaureate degree;
- Committee members considering a baccalaureate degree must, at a minimum, possess a master's degree; and
- Committee members considering a master's degree must, at a minimum, possess a doctoral degree.

## **PROGRAM REVIEW COMMITTEE MEMBER APPLICATION INSTRUCTIONS**

The Application, included in this packet, provides information, which demonstrates that you meet the qualifications to participate as a member of ACCSC's Program Review Committee.

### **RÉSUMÉ CONTENT**

Please ensure that the résumé contains the following information:

- a. Employment History (include dates)
- b. Educational Background (include dates)
- c. Professional Experiences
- d. Educational Evaluation or Degree Experience
- e. Other Volunteer Service

### **DISCLOSURE OF INTEREST FORMS**

Please provide a separate Disclosure of Interest Form for each of your institutional affiliations to cover, at minimum, the last 10 years. This form discloses your relationship with schools in order for ACCSC to document that there are no conflicts of interest when you participate in Degree. If you were a school employee only, please indicate the level of employment and indicate "n/a" in the "Ownership" field, leaving the remainder of the questions pertaining to ownership blank. Please remember to sign and date the Disclosure of Interest Form(s). If you work for a corporation that operates several schools, you may submit an organizational chart that lists all affiliated schools in lieu of disclosure of interest forms for each school.

### **RECOMMENDATION LETTERS**

Please address why the applicant should be considered for the appointment. Also, address the following areas:

1. Applicant's education credential(s) and how it has aided him or her in the execution of his or her professional duties;
2. Applicant's other professional and community service accomplishments of note and
3. Any additional information that you believe the Commission should consider.

### **ESSAY**

Please provide an essay, which discusses your qualifications and why you choose to apply to be a member of ACCSC's Program Review Committee. The essay should also discuss your beliefs about postsecondary career education and the accreditation processes in the context of ACCSC's Core Values.

## **PROGRAM REVIEW COMMITTEE MEMBER APPLICATION**

Name:		
Title:		
School or Company:		
Address:		
City, State, Zip:		
Email:		
Work Phone:		Home Phone:
Cell Phone:		Fax:

Summary of Experience:

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Upon Completion of the Application, I will agree to participate in monthly conference calls with the Program Review Committee.

Yes  No

I understand that my participation as a Program Review Committee Member is voluntary and ACCSC provides no compensation.

<b>Signature:</b>	<b>Date:</b>
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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

### **DISCLOSURE OF INTEREST FORM**

Pursuant to the Code of Conduct of the Accrediting Commission of Career Schools and Colleges (ACCSC), I hereby disclose to the Commission my current interests in schools that are accredited or may seek to be accredited by ACCSC. I further certify that this submission fully and accurately sets forth all of my interests, financial and otherwise, in schools that are accredited or may seek to become accredited by ACCSC.

Please complete a separate Disclosure of Interest Form to address, at minimum, the past ten (10) years of school affiliations:

Name of School:		
City, State:		
Dates of Affiliation:	From:	To:

Programs Offered at School:

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#### **Nature of Interest:**

Employment (e.g., employee, consultant, or independent contractor):

Managerial (e.g., corporate director or officer):



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Ownership (e.g., partnership, sole proprietorship. ownership of stock or school assets):

Percentage of Interest: Show percentage of interest held by:

Self:	Spouse:	Child:	Other Relative:
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Other (please describe):

I hereby permit the Selection Committee to conduct a review of Commission files on schools with which I have been associated.

<i>Signature</i>	<i>Date:</i>
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## **CODE OF CONDUCT FOR MEMBERS OF THE PROGRAM REVIEW COMMITTEE**

High standards of honesty, integrity and impartiality by Committee Members are essential to the proper performance of the Commission's business and the maintenance of confidence by accredited schools in the Commission and the accreditation process. This confidence is influenced not only by the way Committee Members comport themselves with regard to accrediting actions, but also in the way they conduct themselves in the eyes of accredited schools and the public. The avoidance of misconduct and conflicts of interest on the part of Committee Members through informed judgment is indispensable to the maintenance of these standards. Thus, the Commission adopts the following standards of conduct:

1. Committee Members shall conduct themselves in a manner which seeks to avoid a conflict of interest or any appearance of conflict of interest. Committee Members shall declare to the designated ACCSC staff liaison on behalf of the Commission, all current interests, financial and otherwise, in any school that is reviewed by the respective Committee Member on behalf of the ACCSC Accrediting Commission. Such interests may include, but are not limited to: ownership of some or all of a school, its assets, or the stock of the company that owns or operates the school; the holding of mortgages, liens, or other debt instruments or interest upon a school or its assets; service as an officer or director of school; employment or consulting arrangements with a school; or the possession of such an interest by a spouse, child, or other relative. Committee Members who are graduates of the school to be reviewed or who are otherwise affiliated with the school, cannot participate in any review of that school. If a Committee Member is uncertain whether a particular interest should be reported to the Commission, the Committee Member shall describe the interest in writing to the Executive Director. The Executive Director, on behalf of the Commission, shall review the Committee Member's written statement, and issue a binding ruling as to whether the matter in question constitutes a reportable interest.
2. Committee Members shall declare in advance any interest of the sort described in Paragraph 1 above that they hold in regard to a particular school, and shall not be permitted to review that school. Committee Members shall also make such declaration and shall not be permitted to review any school in actual or potential competition with a school as to which they hold an interest of the sort described in Paragraph 1 above. Further, if a school that is scheduled to be reviewed is one in which a close friend, relative or colleague has an interest or with which a Committee Member has a relationship such that the Committee Member believes that he or she could not

- impartially review that school, the Committee Member shall so declare and shall not be permitted to review that school.
3. Members of the Committee shall not solicit or accept, for themselves or any other person, gifts, gratuities, loans or other consideration from individuals that own, operate or are otherwise associated or affiliated with a school that has been reviewed, will be reviewed or is currently being reviewed where the circumstances indicate that the consideration may be motivated by the donor's interest in a matter that may pertain to the school review or resulting action by the Commission.
  4. Committee Members shall not engage in outside employment or other outside activity not compatible with the full and proper discharge of the responsibilities of the Program Review Committee. During a review, Committee Members shall not employ any information or materials discussed as part of the review for personal interest or gain.
  5. Committee Members shall not state any opinion or make any prediction concerning action by the Commission that may result from the review to the school. Except for the activities that are part of a review, Committee Members shall not consult with any school other than those in which they hold an interest, concerning any aspect of the school's accreditation. Inquiries from a school concerning ACCSC accreditation process and procedures shall be directed to the Commission's staff.
  6. Committee Members shall treat all information obtained through schools' participation in the accreditation process as confidential and shall not disclose such information to parties other than Committee Members, the Commission and the staff of the Commission except pursuant to valid governmental regulation or judicial procedure. Committee Members shall not participate in litigation or other legal proceedings involving schools that are or may seek to become accredited by ACCSC without consulting with counsel to the Commission and the Chairman. Committee Members shall not discuss accreditation matters on behalf of the Appeals Panel or Commission with members of the press without first consulting with the Chairman of the Commission.
  7. Committee Members shall not discuss legal matters involving schools reviewed or to be reviewed with counsel for the schools or any third party. Committee Members shall direct inquiries from counsel for such schools or third parties to counsel to the Commission.
  8. Committee Members shall exercise due diligence in becoming familiar with and an authority on ACCSC accrediting standards.

9. Committee Members must participate in an onboarding and training conference call prior to their participation in degree review of institutions accredited by ACCSC and institutions seeking ACCSC accreditation, shall exercise due diligence in preparing for the training call and all future Program Review Committee conference calls and shall become familiar with all assigned materials before the commencement of each Program Review Committee conference call.
10. Committee Members shall participate fully in the process and otherwise conduct themselves on each call in a manner consistent with their best, impartial and unfettered judgment, and in furtherance of the Commission's purpose, without regard for the potential impact of the Appeals Panel's decisions on their own professional or financial interest or those of their friends, relatives, and colleagues.
11. During Program Review Committee conference calls, Committee Members shall conduct and comport themselves professionally, impartially, and courteously.
12. Alleged violations of the Code of Conduct shall immediately be brought to the attention of the Commission, which shall investigate the alleged violation and accept a written or verbal statement from the Committee Member involved. If the Commission determines that the Committee Member has violated the Code of Conduct, it may sanction the offending Committee Member through a verbal or written reprimand or prohibit that individual from being a member of any ACCSC Committee in the future.

**I have read and received a copy of the ACCSC Code of Conduct for Members of the Program Review Committee.**

**Signature:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DISCLOSURES FORM FOR COMMITTEE MEMBERS

**Yes      No**

1.	Have you been directly or indirectly employed or affiliated with any school which has lost or been denied accreditation by any accrediting agency during your period of employment or affiliation?*		
2.	Have you been directly or indirectly employed or affiliated with any school, which has closed or entered into bankruptcy during your period of employment or affiliation? **		
3.	Is any action pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency) as to any school with which you have been directly or indirectly employed or affiliated, in a civil or criminal forum or proceeding that is not otherwise disclosed in this application? †		
4.	Have you ever been convicted of a felony or any criminal offense such as embezzlement, fraud, larceny, obstruction, or perjury, that would bring into question your integrity, judgment, or ability to serve as an evaluator? †		
5.	Are there <b>any</b> criminal charges pending against you at this time? †		

\* If the answer to Item 1 is yes, please attach a statement to this application, which details the facts and circumstances surrounding the school's loss or denial of accreditation.

\*\* If the answer to Item 2 is yes, please attach a statement to this application, which details the facts and circumstances surrounding the bankruptcy or school closure.

† If an answer to Items 3, 4, or 5 is yes, please attach a statement to this application, which gives full disclosure of the matters involved. Include a statement of the facts and circumstances surrounding the action. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the applicant. If the matter is final, provide a copy of the final action documentation.



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**I have read the ACCSC Disclosures Form for Members of the Program Review Committee. I understand this information is strictly confidential. I understand and agree that statements and/or omissions regarding past conduct and/or present situations may be grounds for being withdrawn from participation as an ACCSC Volunteer.<sup>1</sup>**

**Signature:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<sup>1</sup> I must notify ACCSC within 10 days of any material event or circumstance subsequent to completing this disclosure form that may affect my eligibility to serve as an ACCSC Volunteer.