Case Name: *In the Matter of* Accrediting Council for Independent Colleges and Schools

Docket No.: 16-44-O

Filing Party: Respondent, Accrediting Council for Independent Colleges and Schools

Exhibit No.: B-O-64

Accreditation Staff Training & Meeting Agenda, Spring 2018

Thursday, April 26, 2018

11:00am – 2:00pm

11:00am – Noon: *Assuring Quality in Specific Populations - International Students*
Presenter: Perliter Walters-Gilliam

Noon – 12:30pm: Break

12:30pm – 2:00pm: Post-Winter & Pre-Spring 2018 Meeting

1. Post-Winter Discussion for Spring Preparation

2. TRIC-Related Items for Discussion (Karly/Linda)

3. Council Action Preparation Review (Karly)

4. Evaluation Visit Invoicing and Payment (PWG)

5. Procedural Changes/Memo to the Field/*Accreditation Criteria*

6. Visit Management I: Visit Preparation
   a. Full Team Composition Requirements – Academic/Administrative/Public
   b. Evaluators
      i. Needs and Concerns
      ii. Conflicts of Interest
      iii. 2018 Attestations
   c. Consideration of the Record of Complaints & Review of External Information
   d. Pre-Visit Communications
      i. Notice to State Agencies
      ii. Sufficient opportunity to identify conflicts of interest

7. Visit Management II: Onsite Evaluation
   a. Pre-visit team meeting – Required Review & Briefing
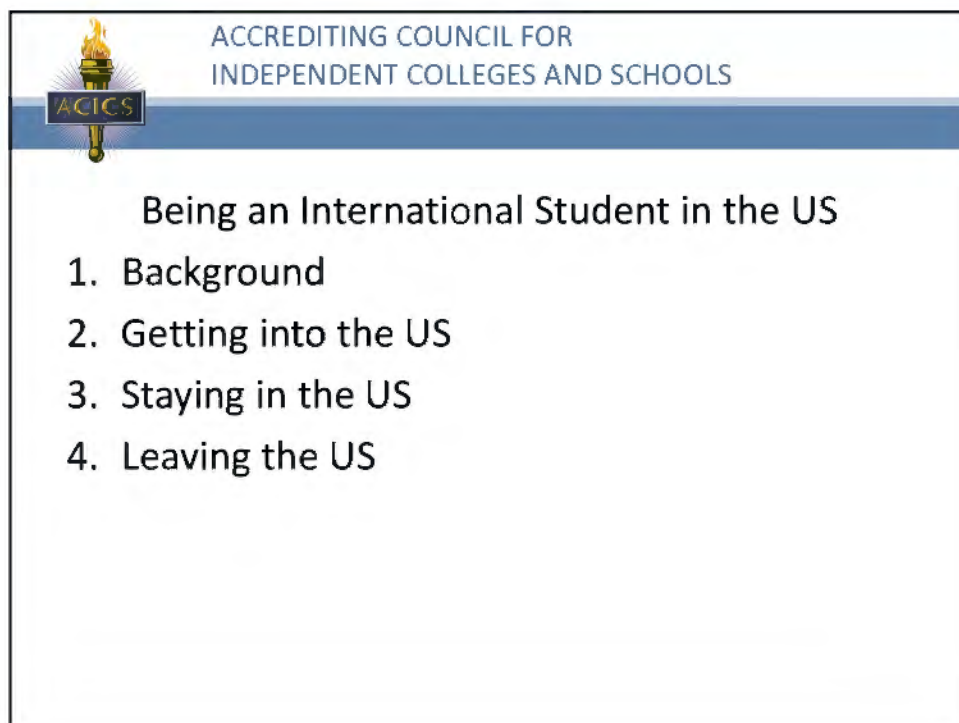   b. Student Achievement Review

Open Discussion

Thank you for your continued diligence and commitment!

Notes

Staff Sign-in Sheet

Name	Role	Signature
Boyd, LaToya	Accreditation Coordinator	(b)(6)
Edwards, Michelle	President & CEO	
Kouko, Cathy	Accreditation Coordinator	
Lundberg, Linda	Accreditation Content Editor	
McDuffie, Andre	HR Generalist; Accreditation Coordinator	
Walters-Gilliam, Perliter	Vice President of Accreditatio	
Zeigler, Karly	Manager, Institutional Compliance	

ACCREDITING COUNCIL FOR
INDEPENDENT COLLEGES AND SCHOOLS

ACCREDITATION STAFF TRAINING SPRING 2018:

Assuring Quality in Specific Populations - International Students

Perliter Walters-Gilliam

ACCREDITING COUNCIL FOR
INDEPENDENT COLLEGES AND SCHOOLS

Being an International Student in the US

1. Background
2. Getting into the US
3. Staying in the US
4. Leaving the US

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

External Considerations

1. Security Concerns
2. Immigration Issues
3. Employment/Job Availability

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

Educating & Monitoring International Students

1. Authorization by Department of Homeland Security
2. Demonstrating Academic Quality
3. Providing Oversight

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International Students at ACICS-Accredited Institutions

1. Background/Purpose for Consideration
2. Purview of the Accreditation Process
3. Ensuring Compliance with Federal Requirements

ACCREDITING COUNCIL FOR
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Components of Review

1. Percentage of Population on Visas
2. Evidence of Approval by SEVP
3. Administrative Oversight
4. Record-Keeping

ACCREDITING COUNCIL FOR
INDEPENDENT COLLEGES AND SCHOOLS

Pre-Visit Meeting and Training Winter 2018

AGENDA

1:30pm – 2:00pm:

The Recognition Petition and the Onsite Evaluation Process
Presenter: Perliter Walters-Gilliam

2:00pm – 3:30pm:

Pre-Travel Meeting:

1. IT Update – Remote Desktop

2. Report Expensing Updates & Review (Winston/Andre)

3. Post-Council Review & Feedback
   a. TRIC Follow up
   b. Motion Letter Preparation

4. Procedural Changes/Memo to the Field/*Accreditation Criteria*
   a. Enrollment Agreement Revision
   b. Graduation Rate Guidelines (CEP Impact)
   c. January 2018 *Accreditation Criteria*

5. Visit Management I: Visit Preparation
   a. Administrative Requirements: Calendar, Personify
   b. Team Composition Requirements
   c. Evaluators – Needs and Concerns
   d. Consideration of Complaints & External Information
   e. Pre-Visit Communications

6. Visit Management II: Onsite Evaluation
   a. Pre-visit team meeting – Required Review
   b. Team Report Template Changes
   c. Overview of Team Report Editing Process
   d. PVP Review

7. Open Discussion

Staff Sign-in Sheet

Name	Role	Signature
Boyd, LaToya	Accreditation Coordinator	(b)(6)
Edwards, Michelle	President & CEO	
Kouko, Cathy	Accreditation Coordinator	
Lundberg, Linda	Accreditation Content Editor	
McDuffie, Andre	Sr. HR Coordinator/Staff Coordinator	
Morrison, Katie	Sr. Coordinator, Accreditation Compliance	
Walters-Gilliam, Perliter	Vice President of Accreditation	
Zeigler, Karly	Manager, Institutional Compliance	

December 19, 2017   1:30pm – 3:30pm

TRIC January 2018 Post-Council Minutes

January 2, 2018

Attendance: Karly Zeigler, Michelle Edwards, Perliter Walters-Gilliam, LaToya Boyd, Katie Morrison, Linda Lundberg

Absent: Cathy Kouko

Order of discussion:

- Revisions to report templates
- Revisions to visit memos
- Revisions to motion letter templates
- Revisions to orange sheet

I. Template changes

Proposed Criteria and Editorial Changes:	
2-2-101 List of Substantive Changes **2-2-109 Increasing or Decreasing the Number of Clock or Credit Hours** **2-2-121 Changes to Existing Programs** **2-2-151 Non-Substantive Program Changes**	No template changes are needed, but these criteria may need to be used in findings if campuses have made program changes without notifying ACICS.
Appendix C, Advertising 5. An institution shall not use the words "free" and "guarantee" for advertising or marketing purposes in a manner that is misleading to prospective or current student. ~~A disclosure must be made for services which are funded by third parties that are offered at no cost to students.~~	Revised criterion in Section 6 template.
3-1-202 Institutional Integrity and Capability. The integrity and capability of an institution is manifested by the professional competence, experience, personal responsibility, and ethical practices demonstrated by all individuals comprising the ownership, control, or management.	Revised criterion in Sections 1-3 template.
3-1-202(a) Remove language regarding distributed enterprise.	Revised criterion in Sections 1-3 template.
3-1-414 Enrollment Agreements. All institutions must use an enrollment agreement for each enrolled student which clearly outlines the financial obligations of both the institution and the student. The agreement must outline all program-related tuition and fees as well as the scheduled month and year of expected graduation, must be signed by the student and the appropriate school representative, and a copy provided to the student.	Revised criterion in Section 4 and added item to 4.09.
Appendix K Graduation rate guidelines.	No revisions to the template but remind campuses that guidelines will be in the *Memo to the Field* and that their CEP graduation rate goals must be in alignment in the future. **The CAR will ask for documentation of revised graduation dates in the future. Add to the template for the May/June visit cycle.**
General suggestions	
Make sure that program information on page 2 matches what is in our database.	**Run report of programs from Personify and send to the**

	campus prior to the visit.
Possibly combine the second half of 4.12 with 4.13 and revise the wording.	**The Section 4 template has been revised to what was used in the January/February 2017 cycle. Much discussion took place regarding the difference between what is asked for in 4.11 and in 4.13. The consensus was to have 4.11 deal with whether those involved in admissions and recruitment activities communicate current and accurate information. Item 4.12 is to be revised to ask only who is responsible for oversight of recruitment activities at the campus, and 4.13 will deal with documentation that demonstrates the campus systematically monitors its recruitment activities for compliance with all applicable standards. Linda will make these revisions. Perliter will provide pre-visit guidance on 4.11.**
Delete the question regarding documentation for licensure pass rates from the Data Integrity Review in Sections 1-3. Possibly move the licensure pass rate information to page 2. Also remove or reword the two questions regarding how institutions track "On-time Graduation by Cohort."	**Putting licensure information on page 2 does not deal with accuracy. Licensure information is checked in the CAR. It was decided to remove the licensure question from the Data Integrity Review section. It was decided to revise 8.01(a) to change "established" to "published." Linda will make the revision. If licensure is required to work in the field, the campus has to include licensure in the CEP, according to Appendix K.**

II.   Visit Memos
      a. Revise visit memo addendum. It is suggested to add the information from the addendum to the memo itself. **If anything is missing, add it to the visit memo. It was decided to keep the supplement separate.**
      b. Save copies of pre-visit communications in SharePoint under AID/Documents/Visits/Visit Memos/(Your first name)/(Visit cycle).

III.   Motion Letter Templates

    a. Changes regarding institution (main and all branches) – All letters to the main campus with copies to the branch(es), unless a QAM visit to a branch campus for a program(s). Then send letter to the branch campus with a copy to the main campus.

    b. Revise language in non-approval motion letter templates regarding resolved findings to "…of which the institution has ~~satisfied~~ <u>resolved</u> ___ to the Council's satisfaction…." **If an institution is being placed on compliance warning for the first time, there is no history to include. Linda will revise the template.**

    c. Review all language for accuracy with current *Criteria*.

III.   Orange Sheet Templates

    a. Add a cell for the main campus ID code.

    b. Any other revisions needed on the orange sheet templates? **Add back credential level. A suggestion was made to add the committee recommendation to the orange sheet. The consensus was not to add the committee recommendation. The recommendation is captured in the Council discussion.**

IV.   Further Discussion

    a. New sample report with additional narratives, DIR summary, occupational associate's degree program(s) **Wait until next cycle.**

    b. Any changes to editing guides on the website? **Wait until next meeting to discuss.**

TRIC July 2017 Pre-Council Minutes

July 18, 2017

Attendance: Perliter Walters-Gilliam, Jan Chambers, Cathy Kouko, Katie Morrison, Linda Lundberg

Absent: Karly Zeigler, LaToya Boyd

Order of discussion:

- Revisions to report templates
- Post-visit e-mail and visit surveys
- Revisions to motion letter templates

I.   Template changes

Proposed Criteria and Editorial Changes:	
2-2-101 List of Substantive Changes **2-2-109 Increasing or Decreasing the Number of Clock or Credit Hours** **2-2-121 Changes to Existing Programs** **2-2-151 Non-Snbstantive Program Changes**	No template changes are needed, but these criteria may need to be used in findings if campuses have made program changes without notifying ACICS.
Appendix C, Advertising 5. An institution shall not use the words "free" and "guarantee" for advertising or marketing purposes in a manner that is misleading to prospective or current student. ~~A disclosure must be made for services which are funded by third parties that are offered at no cost to students.~~	Revise Section 6 template if approved as final. **Linda will revise according to the effective date.**
3-1-202 Institutional Integrity and Capability. The integrity and capability of an institution is manifested by the professional competence, experience, personal responsibility, and ethical practices demonstrated by all individuals comprising the ownership, control, or management.	Revise Sections 1-3 template if approved as final. **Linda will revise according to the effective date.**
3-1-202(a) Remove language regarding distributed enterprise.	Revise Sections 1-3 template if approved as final. **Linda will revise according to the effective date.**
General suggestions	
Make sure that program information on page 2 matches what is in our database.	**Coordinators will send the report with programs and program metrics with the visit memo e-mail and ask for documentation of ACICS approval/acknowledgement for any changes in the programs.**

II.   Visit Procedures
a.   Post-visit e-mail to campus – **Perliter will update the e-mail and upload it into SharePoint.**

       b. Post-visit survey for campus to complete – **Andrea has access to the survey. Perliter will work with her to update the survey and make it available on the website.**

       c. **Include in the visit memo e-mail that the campus will receive an invoice several weeks prior to the visit that must be paid prior to the visit.**

III.   Motion Letter Templates

       a. Changes regarding institution (main and all branches) – Any changes from last cycle's formats? **Keep the wording. Senior management will consult with Michelle Edwards regarding her expectations for letters and to get her signature block information.**

       b. Review all language for accuracy with current *Criteria*

       c. Recommend revisions of any language that is unclear, unnecessary, etc.

IV.   Further Discussion

       a. New sample report with additional narratives, DIR summary, occupational associate's degree program(s). **There is no time to prepare a sample report now. Perliter asked Linda to find a sample from the spring or winter cycle that would be a good example. Perliter will protect it and indicate it is confidential and for training purposes only. Linda will ask Andrea to remove the sample report currently on the website.**

       b. Any changes to editing guides on the website? **Jan will update criteria cited in the editing guidelines and give the information to Linda for updating the editing guides.**

       c. **Perliter recommended that we review all procedures, manuals, guidelines, etc. each summer to keep everything current and accurate.**

TRIC March 2017 Pre-Council Minutes

March 28, 2017

Attendance: Karly Zeigler, Perliter Walters-Gilliam, Jan Chambers, Katie Morrison, Linda Lundberg

By Invitation: Cathy Kouko, Niana Moore

Order of discussion:

- Recommended changes to templates
- Policy items for Council and possible changes to templates and letters

I.   Template changes

	Notes
Proposed Criteria and Editorial Changes:	

TITLE II, GENERAL PROCEDURES
Chapter 1 Gaining and Maintaining Accreditation
2-1-300 RENEWAL OF ACCREDITATION
It is the responsibility of the institution to file an application and remit the appropriate fees for a renewal of accreditation <u>three months prior to the assigned review cycle</u>. This also involves submission of the institution's renewal self-study, with supporting documents. Institutions that have not submitted a renewal self-study <u>at least two months prior to the assigned review cycle</u>, and have not requested and received an appropriate extension or notified the Council of intent to voluntarily withdraw its accreditation, <u>will be subject to late fees and</u> may be issued a <u>show-cause directive</u>....
2-1-301 *Application.*
...<u>No substantive changes shall be made to the institution once the application has been submitted, leading up to the campus site visit</u>....
2-1-701 *Maximum Length of Grants of Accreditation.*
The Council determines the grant lengths of each <u>institution</u> that is accredited by ACICS....
2-1-702 ~~*Grant Lengths of Branch Campuses in Multiple Campus Institutions*~~
Chapter 2 Institutional Changes
2-2-101 – *List of Substantive Changes.*
   *(g)*a 25 percent or greater <u>change</u> in the number of clock or credit hours awarded for successful completion of a program as described in Standard 2-2-109;
2-2-109 *Increasing <u>or Decreasing</u> the Number of Clock or Credit Hours.*
2-2-121 *Changes to Existing Programs.*
   (a)(i) a 25 percent <u>change</u> in the number of clock or credit hours awarded for successful completion of an existing program
2-2-151 *Non-Substantive Program Changes.*
2-2-106 – *Initiation of Distance Education (Online) or New Instructional Delivery Method.*
2-2-503 *Termination of Programs.*
Notification must be made to the Council <u>prior to the start</u> of the teach-out.
	Revisions needed to the renewal of accreditation approval letter template when these changes are approved and when they go into effect.
	
	Revisions to DE template?

Chapter 3, Council Actions **2-3-230** *Show-cause Directive.* Take out language allowing campus to request a hearing. Change language to reflect that a show-cause directive is for a campus rather than an institution. Also in: **2-3-231** *Result of Show-Cause.* **2-3-232** *Vacate Show-Cause.* **2-3-233** *Notification of Show-Cause.* **2-3-303** ~~*Other*~~ *Denial Actions Not Affecting Overall Accreditation.* **2-3-500 COUNCIL <u>REVIEW</u> PROCEDURES** **2-3-501** *Hearing <u>or Institutional Review</u> Format* **2-3-502** *Financial Hearings <u>or Reviews</u>* Take out language allowing institution to request a hearing Only when designated by Council Change to review OR hearing, not both Keep transcription as part of fee **2-3-302** *Denial of a Renewal of Accreditation or <u>Denial of Reinstatement of Accreditation Following</u> Change of Ownership/Control.* **2-3-400 ACCREDITATION WITHDRAWN** Add language for withdrawal of a campus from inclusion within an institution's grant of accreditation. **2-3-401(b) Revocation.** …institution/<u>campus</u>…. **2-3-403 Procedural Guarantees for Withdrawal by Suspension.** **2-3-602** *Appointment of Members.* **2-3-608** *Expenses of Appeal Hearing.* Keep transcription as part of fee. **2-3-900 DEBARMENT** **TITLE III, EVALUATION STANDARDS** **Chapter 1, General Standards Applicable to All Institutions** **3-1-202** *Institutional Integrity <u>and Capability</u>.* The integrity <u>and capability</u> of an institution is manifested….	**Revise criterion in templates**
APPENDIX A BYLAWS **ARTICLE II Board of Directors** *Section 3 – Officers of the Board and Officers of the Council.* **ARTICLE III Council** *Section 1 – Composition.* **ARTICLE VII Appeals Process** *Section 1 –Review Board of Appeals.* **APPENDIX B PROCEDURES AND GUIDELINES FOR UNANNOUNCED VISITS** Adjust language to be consistent with other visit fees **APPENDIX C INSTITUTIONAL PUBLICATIONS REQUIREMENTS ADVERTISING** 5. …~~A disclosure must be made for services which are funded by third parties that are offered at no cost to students.~~ **APPENDIX G GUIDELINES ON DISCLOSURE AND NOTIFICATION** Questions regarding international institutions **APPENDIX K REQUIREMENTS AND GUIDELINES FOR THE CAMPUS EFFECTIVENESS PLAN (CEP)** **EVALUATION OF ELEMENTS IN THE CAMPUS EFFECTIVENESS PLAN (CEP)** 3. Graduation ~~R~~rates<u>,</u> **APPENDIX L STUDENT ACHIEVEMENT STANDARDS AND CAMPUS**	**Revise criterion in template and remove 6.15.**

ACCOUNTABILITY REPORTS STUDENT ACHIEVEMENT REVIEW AND COUNCIL ACTIONS	

General suggestions	
Recommendation from Anne: Include the same basic information on the cover pages of all reports in a standard format.	**Anne will add website URL to all report cover pages and standardize cover pages for all report templates with basic information from the IG/RA report cover page.**
Some teams complained that there was repetition in the QAV report questions.	**Perliter will review the QAV report template questions.**
Evaluators' responses to 8.21 in the IG/RA report, doctoral level, ESL, QAM-OS, and QAM-HC templates regarding instructional components listed in 3-1-532 vary widely.	**Perliter with follow up with academics to see what kind of guidance we can provide to evaluators in gathering information to respond to this question.**
Evaluators found that program directors often cannot provide evidence of comparisons with programs at other institutions to assist in responding to the curriculum question in reports about how the curriculum quantitatively and qualitatively approximates the standards at other institutions offering the same degree program.	**It was decided that we do not want to make this a Yes/No question. Linda will remove the direction to ask the program administrator. Some campuses have corporate development of curriculum. It was recommended that coordinators stress to evaluators to read the template questions and the self-study prior to the visit and possibly do some research about similar programs in the area of the campus before the visit.**
The DIR summary needs revision. Some chairs told Perliter that they thought, based on instructions sent out regarding the DIR summary, that the team was to verify all reported placements, even those verified in the PVP.	**Karly will revise the DIR summary. The team will still verify waivers. The report will note discrepancies found but will not include findings in this section.** **Perliter will check the instructions sent out to evaluators to be sure they are clear as to what is to be verified.**

II. Visit Memos –
   a. Are any additional revisions needed? There is now a supplement w/information on survey, invoicing, call for comment, PVP.
   b. Team memo – This memo was updated last cycle to notify evaluators that ACICS covers the expense of the hotel. Some evaluators did not read that and were surprised that they were not to make their own arrangements, and one tried to

change the charge to a personal credit card. Remind evaluators this cycle of the change.

III. Visit Procedures

a. Any revisions needed to language in notes on page 2 of IG, RA templates regarding programs in teach out, not started yet, under 300 hours?
For programs (not courses) under 300 hours that have an occupational objective, **Linda will create a separate table that can be deleted if not needed.** The table will include the program name; number of contact hours; program length in weeks or days; whether a certificate, diploma, or certificate of completion is awarded upon satisfactory completion of the program; and whether the program prepares the student for licensure or certification. **When this table is completed in a report, Linda will copy the information to an Excel spreadsheet, add the campus ID code, and e-mail the spreadsheet to a program analyst (possibly Shaniqua) for adding to the notes in the Member Center for the campus so there is a record of these programs separate from approved programs.**

b. Perliter explained that previously coordinators would e-mail the campus within three days of the completion of the visit, thanking the campus for their hospitality, telling them to expect their report within two weeks and to follow up if they do not receive it, and that payment of the visit invoice is due within 10 days of receipt. The e-mail also invited the campus to complete a survey regarding the visit. **Perliter will check with Andrea to see whether the survey is still active. We will ask coordinators to send the e-mail to each campus after their visits this cycle.**

c. The one issue that holds up reports from being finalized is discrepancies in program names, contact hours, and credits on page 2.
Coordinators will run the report of all programs from Personify and filter for each campus visit that requires page 2 information. It was recommended to add a column for differences the campus wants to report and a column for enrollment. The coordinator will send this spreadsheet to the campus and ask that the campus return it to the coordinator, along with ACICS backup of approval or acknowledgement for any differences reported, prior to the visit.
For initial grants, any discrepancies between what the institution entered in Personify and what is currently being offered should be worked out either at the resource visit or at the time of the initial grant visit. Once any discrepancies have been satisfactorily addressed and the report is completed, Linda will work with Karly or Perliter to make sure that program information in the initial grant visit report and in Personify match.
For other reports, the coordinator will check the backup for any differences reported by campuses. If the backup documentation shows Personify was not updated correctly, staff will make necessary updates and enter a note in the Member Center to document the change.
Perliter will bring this issue up in the pre-visit meeting.

IV. Letter Templates (FYI)
   a. Changes to language and action on letters . Linda has revised the letter templates in the Commissioner Portal so that the subject line comes before the salutation. Those who should be copied on letters should be correct.
   b. When the change to grant length policy is decided, the approval letters will need to be revised. Also, letters to branch campuses will also be sent to the main campus.

V. IRC:

VI. Further Discussion
   a. Revisions to canned language for motion letters
      Perliter will follow up with Andrea to see whether she has completed the findings summary for the winter cycle. We can use that summary to see what findings were issued most often and to see whether there are any findings not addressed by the canned language. It was agreed that with the current explanations included in letters, we do not need to develop extensive suggested language for the letters; but basics that the Council would expect to review to resolve a finding would be helpful.
   b. New branch campuses and CAR—Yes, new branches must submit a CAR.
   c. There will be discussion at this Council as to how to deal with different grant lengths:

      One option is to reduce the grant length of some branches so that they are in line with the main campus's grant length. This option would probably not be well received by the campuses.
      Another option is to grant an extension of grant length to a main that has an earlier grant expiration date than one or more of its branch campuses.
      Another option is to phase the policy in and grant the main whatever grant length is appropriate after their renewal of accreditation visit and then align each branch with the main's grant expiration after the branch's renewal of accreditation visit.
   d. The current procedure of asking campuses to upload an acknowledgement of receipt of a visit report into their application was discussed. Linda has to periodically go into applications to see whether an acknowledgement has been uploaded and whether it has comments or concerns that need to be addressed. It was decided that if we return to the practice of having campuses complete a visit survey after the visit has concluded, and if we receive evidence that the report has been delivered to the campus, we do not need to have an acknowledgement of receipt of report uploaded into applications.
      Linda will revise the cover letters for reports to remove the requirement for campuses to upload a separate acknowledgement of receipt into their applications. When she e-mails reports, she will request both a delivery and read receipt.

TRIC April 2017 Post-Council Minutes

April 25, 2017

Attendance: Karly Zeigler, Perliter Walters-Gilliam, Jan Chambers, Maurice Wadlington, Katie Morrison, Anne Bennett, Linda Lundberg

Order of discussion:

- Revisions to report templates
- Post-visit e-mail and visit surveys
- Revisions to motion letter templates

I.   Template changes

General suggestions	
Standardize format and information needed on report cover pages. Include campus website URL.	**Anne has completed the revisions. The committee approved the revisions.**
Set up a separate table that can be deleted if not needed for programs under 300 hours that have occupational objectives.	**Linda has created the table and included it in revised templates. Linda will move the Credential Awarded columns to the far left of the table next to Program.**
Provide guidance to evaluators as to what is expected in responding to the question regarding instructional components listed in 3-1-532.	**Perliter has received recommendations from academics for this guidance. Perliter will include this information in the evaluator newsletter and the evaluator training manual. LaToya is doing the visits this cycle. She will go over this information with evaluators prior to visits.**
Remove the direction for evaluators to ask program administrators for information about how program curriculum qualitatively and quantitatively approximates that of similar institutions offering the same degree. Coordinators will stress to evaluators to read the template questions and the self-study and possibly do some research about similar program in the area of the campus prior to the visit.	**Linda has revised the templates to remove this direction.**
Revise the DIR summary. Teams will still verify waivers. Reports will note discrepancies found but will not include findings in this section.	**Karly is revising the DIR summary. Karly distributed a draft of the revised DIR summary. The committee recommended moving the placement waivers information below retention and inserting a heading for Retention Verification. Add Appendix L to the finding sections. The coordinator will consult with the SR on these sections. The committee recommended that the Placement Verification**

	Program (PVP) section include the total placements submitted, the response rate, and the percent verified. Revise the question to summarize any anomalies or significant observations…. In the Licensure Pass Rates section, change 2016 CAR to most recent CAR. In the On-Time Graduation by Cohort section, revise question 2 from "Does the campus document leave of absences and cohort transfers appropriately?" to "How does the campus document leaves of absence and cohort transfers?" LaToya will encourage campuses to go back and update information.
Make sure that program information on page 2 matches what is in our database.	Perliter will discuss this issue at the pre-travel meeting. This cycle LaToya will run the program information from Personify for campus visits.

II.   Visit Procedures
    a. Post-visit e-mail to campus
    b. Post-visit survey for campus to complete

III.   Motion Letter Templates
    a. Changes regarding institution (main and all branches)
        1. If a letter applies to the institution, address to the main, list the main and all the branches and learning sites before the salutation, and copy the branches and learning sites. If a letter applies only to a branch (such as a QAM-OS), address to the branch and copy the main. This format could change if the proposed revisions to 2-1-701 and 2-1-702 regarding grant lengths are approved at the August Council as proposed.
    b. Review all language for accuracy with current *Criteria*
    c. Recommend revisions of any language that is unclear, unnecessary, etc.
        1. It was recommended to change the wording of the first paragraph of the compliance warning letter to Roger's revised wording.
        2. In deferral, compliance warning, and show-cause letters, which will be to an institution, add a line in the first paragraph for any campus that has resolved all of the findings for that campus.
    d. Recommendations for the template format:
        1. Set the date for automatic update. Linda will change when she is preparing the letter for sending.

2. Make sure every letter has a VIA E-MAIL AND _____ (other type of delivery, or E-MAIL ONLY) two lines below the date. Insert the campus e-mail address in italics flush with the right margin on this line.
2. Move the list of the main campus, branch campuses, and learning sites to above the salutation.
3. In letters that say an institution must submit responses electronically, change DATE in the template to Month, day, year.
4. For multiple-page letters, use Page _ of _ in the header.

Anne provided other editorial recommendations for the templates. Linda will revise the letter templates.

IV.   Further Discussion
  a. Revisions to canned language for motion letters—We want to rely less on canned language. Identify what findings are issued most often and see whether they are addressed in current canned language. Just provide language for the basic information Council will expect to review for those findings.
  b. As part of motion letter day, look at the orange sheet and the responses for each letter. Be sure all documentation in responses from institutions was considered in the IRC response for findings not resolved.