Pennsylvania's State System for Higher Education

Charge for Accreditation Working Group

November 12, 2020

Overview

The framework for the Working Groups (WG) includes:

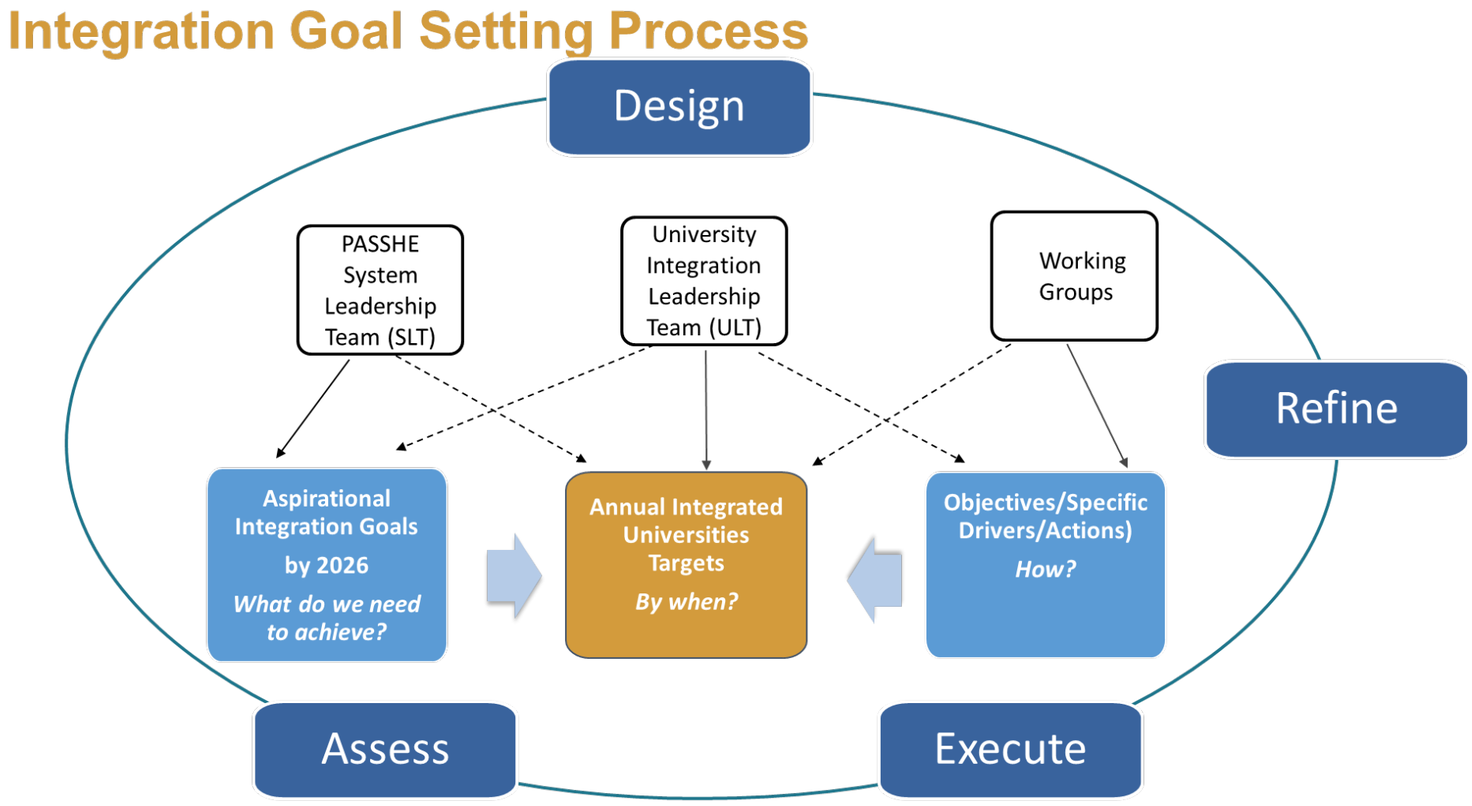
- Integrations Overall Charter – Provides the purpose and organizational structure for the overall Integrations initiative, including Integration Guidelines with Guiding Principles.
- Working Group Charter – Defines the roles and responsibilities of the Working Groups and articulates the purpose, goals, principles, scope, roles, and deliverables with which the WGs are charged.
- Working Group Charge (this document) – Includes specific milestones, questions, and goals to be addressed by each WG specifically.

WG Deliverables and Timing

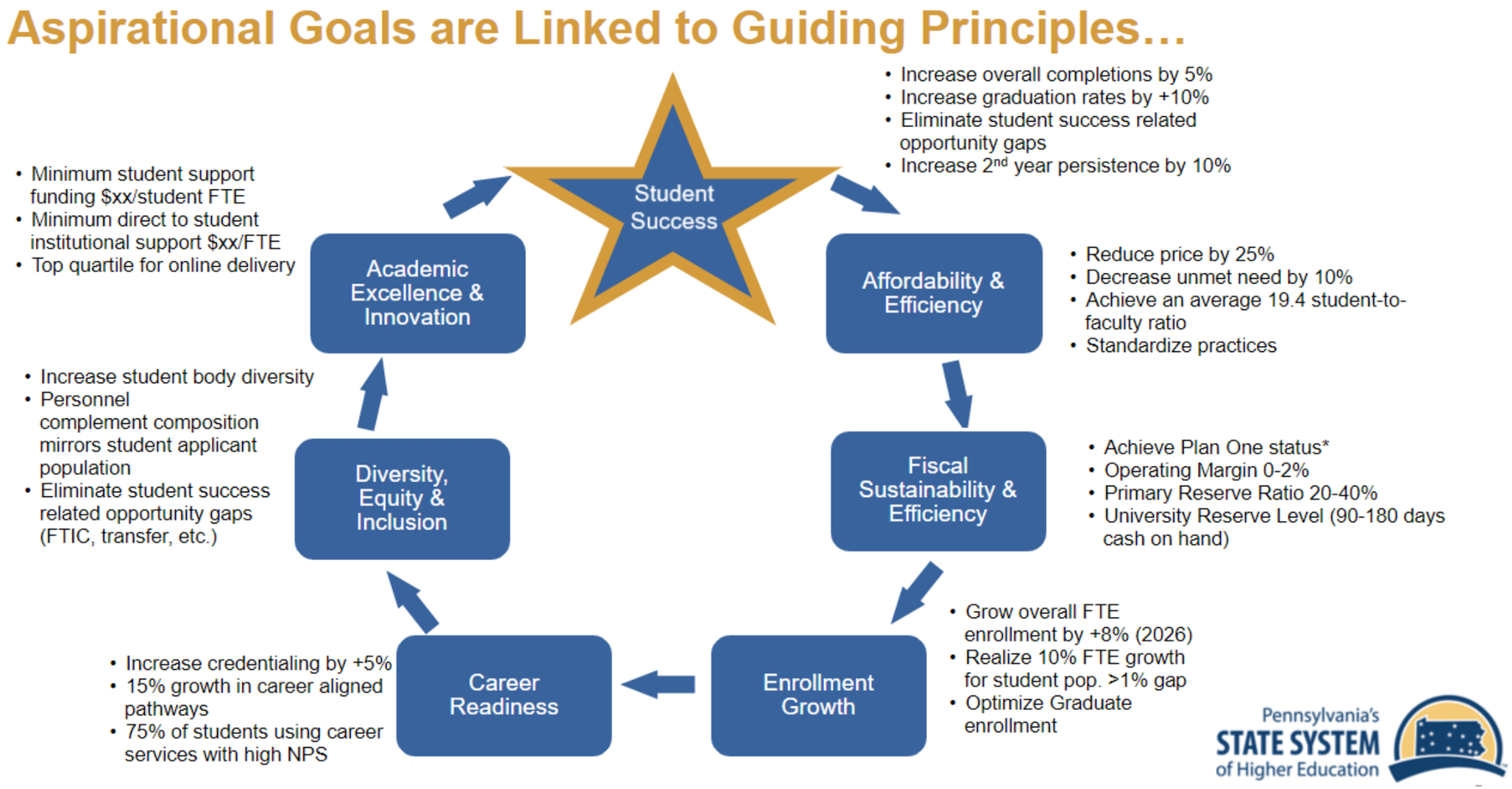
Timing	Deliverable	Details
11/18/20	**Consultation Plan** – Determine who to consult with, how, and how WG consultation aligns with initiative-level consultation	See *Consultation Plan template* provided on SharePoint.
12/4/20	**Critical Path August 2022 –** Confirm the critical path milestones and define the critical path steps and timing to meet critical path milestones for Fall 2022 (what must be done by August 2022 for successful launch and how long will it take)	See *Critical Path Milestones* and *Critical Path Steps template* provided on SharePoint.
12/11/20	**Aspirational Goals and Annual Targets –** Aspirational goals to accomplish by 2026, and define annual integrated institution targets to evaluate progress	See below and *Goals/Targets template* provided on SharePoint.
1/8/21	**Priority 1 Questions (First Draft) –** Use above to filter, prioritize, and develop draft recommendations for Priority 1 questions (i.e., key questions to define the future state) and accompanying organizational charts and impact analysis	See below, *Priority 1 Recommendations template*, and *Organizational Chart template* provided on SharePoint.
1/15/21	**Priority 2 Considerations for 2022-2026** – Outline considerations for what can be done after August 2022 and how it can be sequenced (i.e., known prerequisites)	See below and *Priority 2 Considerations template* provided on SharePoint.
2/12/21	**Priority 1 Questions (Second Draft)** -- Update recommendations, incorporating feedback from Systems Leadership Team (SLT) on First Draft	See above.
3/12/21	**Priority 1 Questions (Final Draft)** – Update recommendations, incorporating feedback from SLT on Second Draft	See above.

Goal Setting

Related to the aspirational goals provided in the Integrations Initiative Charter, define annual integrated institution targets against which to evaluate progress**.**



The overall integration-level aspirational goals are included below and within the Integrations Initiative Charter.



Integration Overarching Considerations

- What is the current resource inventory for the area (people, facilities, technology, policies)?
- What elements can be integrated into a singular structure for performing the necessary functions (and, as an exception, which require joint and concurrent delivery models)?
- What data do we have regarding existing functions in this area? What data will inform decisions?
- What are the qualitative considerations related to integrating this function?
- Have we kept the guiding principles, goals, and objectives in mind in our efforts?
- What input from other working groups is critical to forming alternatives and recommendations?

For Each Recommendation, Assess the Impacts

- People – Student, faculty, staff, governance (e.g., trustees, organizations) – individuals impacted by the change and any know required activities to support the change (classification, side letter changes, training etc.)
- Process – Policy, procedures, contracts, partnerships, etc., that support the current state which would have to be changed to support the recommendation
- Technology – Systems, support, applications that support the recommended changes and if any updates would be required
- Finance – Required funding to implement or lead to a cost savings
- Physical Assets – Physical assets (buildings) that would be impacted by recommendations
- Compliance and Legal – Federal, state, and local laws, regulations, and other requirements that would need to be changed to implement the recommendation
- Community – Known community stakeholders impacted by the recommendation
- Benefits – Anticipated benefits associated with the recommendation – linked to goals and objectives, if possible
- Risk – Known risks associated with implementation of the recommendation

Use the considerations and questions below to discuss, prioritize, and develop draft recommendations for Priority 1 questions to define the future state and impact analysis.

	High-Level Areas of Consideration	Questions to Inform Recommendations

Accreditation Working Group	Areas of focus: One combined Working Group will address the requirements for the Middle States commission on Higher Education (MSCHE) Complex Substantive Change (CSC) process needed to acquire accreditation for on integrated university.
	• Identification of required documentation for Preliminary CSC Request and CSC Request form submissions.
	• Preparation of all forms and documents of evidence for each* (6) of the institutions Preliminary CSC Request, CSC Request, and related SC requests and notifications.
	*According to MSCHE, each institution will be required to submit a Preliminary CSC Request Form, CSC Request Form and related substantive change forms and/ or notifications as identified throughout the accreditation approval process.
	• CSC timeline in relation to Integration timelines, Act 50 timeline, and DOE submission timelines
	• Coordination of Accreditation Working Group MSCHE milestones with other working group timelines
	• Coordination of the dissemination and review of CSC Request sections drafts by appropriate Integration Working Groups
	• Assurance that the integrated Universities have effective institutional effectiveness/assessment infrastructures to support compliance with Accreditation standards.
	• Submission of MSCHE Preliminary CSC Request, CSC Request, and related CSC and notifications
	• Monitoring status of MSCHE CSC reviews
	• Coordination of Peer MSCHE and site visits
	• Coordination Title IV requirements and reporting with appropriate working groups
		Priority 1 Questions – Critical Path (What design assumptions must be determined for the combined function/one University?)
		
		Main Role: Ensure structured accreditation approach/coordination of workgroup inputs
		1. Identify in concert with other working groups and leadership, SC and CSC types needed for integration.
		2. Create document inventory that leverages previous accreditation efforts, information, resources to positively position this effort.
		  a. Assemble documentation into repository as appropriate. Ensure accompanying documentation is accurate and current.
		3. Identify documentation needed for accreditation approvals not available via #2. Develop with other working groups and leadership.
		4. Develop structure for review and revision of accreditation and submissions and related materials
		5. Prepare, review, and submit MSCHE forms and related documentation appropriate to integration.
		6. Determine dependencies between accreditation process and PASSHE academic calendars, Act 50 and BOG milestones to determine workgroup deadlines and inputs.
		7. Provide accreditation milestones and approvals needed for key integration milestones (e.g., no recruiting new students to no marketing to students for New U until after Complex Substantive Change request submittal).
		8. Determine other deadlines and time dependent issues need to be addressed by August 2022.
		  a. Create a subgroup to oversee establishment of best practices relative to:
		  i. Annual academic program and administrative service assessment (Standards III, IV, VI, VII),
		  ii. Annual General Education program assessment (Standard III),
		  iii. Periodic PASSHE Program Reviews (Standard III),
		  iv. Strategic Institutional assessment (Standard I),
		  v. Processes for assessing and annually improving each of these assessment processes (Standard V),
		  vi. Processes to directly link each assessment process to the “New U” budget and planning process (ROA #10), and
		  vii. A process to consolidate an assessment management system (AMS) and establish the required agreements

	High-Level Areas of Consideration	Questions to Inform Recommendations
		<u>Priority 2 Considerations – Submission Execution Considerations and Any Known Prerequisites</u> • Determine the roles and requirements for each working group, State System and other stakeholders. • Provide milestones/steps, requirements, and preliminary timeline for accreditation approval to leadership and working groups. • Maintain status of each accreditation milestone and update timeline accordingly. • Develop a process to ensure the review and request documents are acceptable to MSCHE • Assist in the development and submission of required teach-out plans. • Adequately outline a detailed plan(s) to ensure students are seamlessly transitioned (upon accreditation). • Identify what additional monitoring and submissions will be required after integration accreditation status.