

# Ongoing Monitoring Process

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POSTSECONDARY INSTITUTIONS



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2010 EDITION

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10/22/09

# Ongoing Monitoring Process

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POSTSECONDARY INSTITUTIONS

**Western Association of Schools and Colleges  
Accrediting Commission for Schools  
533 Airport Blvd., Suite 200  
Burlingame, CA 94010**

**Western Association of Schools and Colleges  
Accrediting Commission for Schools  
43517 Ridge Park Drive, Suite 100  
Temecula, CA 92590**



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**2010 EDITION**



## Ongoing Monitoring Process for Postsecondary Institutions

1. Institutions participate in a comprehensive self-study and an on-site visit once every six years.
2. If, as a result of the self-study and subsequent on-site visit, it is determined by the Commission that the institution is not meeting ACS WASC standards, the following will occur to monitor the institution's progress in correcting issues that have been identified:
  - a. If the institution's primary program offering(s) have a duration of one year or less in length, the Commission requires a written report within one year from the institution stating its progress in correcting standards that have not been met. A site visit is conducted by a visiting team to verify progress attested to in the institution's report. After reviewing the institution's and visiting team's reports, the Commission will determine whether to extend or deny the institution's accreditation.
  - b. If the institution's primary program offering(s) have a duration of more than one year but less than two years in length, the Commission requires a written report within eighteen months from the institution stating its progress in correcting standards that have not been met. A site visit is conducted by a visiting team to verify progress attested to in the institution's report. After reviewing the institution's and visiting team's reports, the Commission will determine whether to extend or deny the institution's accreditation.
  - c. If the institution's primary program offering(s) have a duration of more than two years in length, the Commission requires a written report from the institution within two years stating its progress in correcting standards that have not been met. A site visit is conducted by a visiting team to verify progress attested to in the institution's report. After reviewing the institution's and visiting team's reports, the Commission will determine whether to extend or deny the institution's accreditation.
3. Substantive change visits and reports occur because of changes that are outlined in the Commission's policy manuals.
4. Unannounced visits may occur at the Commission's discretion for the purpose of determining whether the institution has personnel, facilities, and resources it claimed to have during its previous on-site review. The Commission also reserves the right to request specific reports from an institution at any time.
5. Complaints against institutions require a written response from the institution to the Commission. The Commission monitors the institution's responses to determine whether the institution is meeting the Commission's standards of conduct expected of an accredited institution.
6. The Commission requires postsecondary institutions to submit a comprehensive Annual Report (see next page). Once the institution's report has been reviewed by the Commission, additional information may be required.

## POSTSECONDARY ACCREDITATION ANNUAL REPORT Accrediting Commission for Schools

**DUE BY September 15**

- 1) **Name of Institution:**
- 2) **Institution Address:**
- 3) **City, State, Zip:**
- 4) **Prepared by/Title:**
- 5) **Telephone:**
- 6) **Email:**

### **INSTRUCTIONS**

Please respond to all of the questions. Enlist the assistance of appropriate individuals in your institution to ensure the accuracy of information submitted.

As you respond to the following questions, please consider “new” to mean only those changes which have occurred since the institution’s last Annual Report unless otherwise indicated. Include any updates or approved substantive changes since the last Annual Report.

- 1) Indicate any change in the official name, address, or control of the institution.
  
- 2) What is the institution’s overall course completion rate for *the previous fall semester*? Indicate by percentage: \_\_\_\_%.  
(Course completion is the percentage of officially registered students at the time of census who complete the course with a passing grade. Please indicate what your institution requires for a passing grade.)
  
- 3) Has the institution’s course completion rate decreased by 5% or more this past year?  
Yes  No
  
- 4) If “yes” to item #3 above, what is the percentage decrease? \_\_\_\_%.
  
- 5) Total headcount of all students attending the institution since last year’s Annual Report: \_\_\_\_\_.

What change of headcount has occurred since last year's Annual Report:

- a. Percent increase: \_\_\_\_\_%
- b. Percent decrease: \_\_\_\_\_%

6) Does your institution collect data on state licensing examination results for career/technical programs? Yes  No

7) If "yes" to item #6 above, list the licensure exam pass rate for **each** career/technical program since last year's Annual Report (Rate = # passing ÷ # attempting).

Name of Program	Licensure Exam Pass Rate

8) Have the institution's licensure exam pass rates declined by 10% or more this past year? Yes  No .

9) If "yes" to item #8 above, by what percentage? \_\_\_\_\_%

10) Does your institution collect information on job placement rates for its career/technical programs? Yes  No

11) If "yes" to item #10 above, list the job placement rate for **each** career/technical program since last year's Annual Report (Rate = # placed ÷ # graduates in each program).

Name of Program	Job Placement Rate

12) Have the institution's job placement rates declined by 10% or more this past year? Yes  No

13) If "yes" to item #12 above, by what percentage? \_\_\_\_\_%?

- 14) List all sites or campuses, since the last Annual Report, at which students can complete 50% or more of the credits for a certificate program, and list the programs for which 50% or more of the credits may be earned at each site or campus. Also, report when these sites or campuses began operating.
- 15) List and describe any programs which were added to the institution's curriculum since the last Annual Report, regardless of location, that represent a significant departure in either content or method of delivery. (Refer to the ACS WASC web site [www.acswasc.org](http://www.acswasc.org) for Substantive Change Policy.)

### **STUDENT LEARNING OUTCOMES**

**Update the institution's progress with course, certificate, and general education expected Student Learning Outcomes (SLOs) identification, assessment, analysis and use of assessment results for institutional evaluation, planning and improvement. Respond to questions 16–26 below.**

- 16) Percent of courses with SLOs: \_\_\_\_%.
- 17) Percent of programs with SLOs: \_\_\_\_%.
- 18) Percent of courses with on-going assessment: \_\_\_\_%.
- 19) Percent of programs with on-going assessment: \_\_\_\_%.
- 20) Have institutional-level SLOs been developed? Yes  No .
- 21) What percent of student and learning support activities have SLOs identified? \_\_\_\_%.
- 22) Percent of learning support activities with on-going assessment? \_\_\_\_%.
- 23) Has the institution entered into new contracts with non-regionally accredited organizations which provide courses or programs on behalf of the institution?  
Yes  No

If "yes" to item #23 above, please complete questions #24, #25, and #26 below.

- 24) Which courses or instructional programs are provided?

25) Which student and learning support services are provided?

26) Describe the level of control the institution exercises over the contract.

**Note:** The Commission may require additional reports from the institution to further clarify the information that has been submitted as a part of this Annual Report. Institutions that experience headcount increases or decreases of more than 50% are required to provide written explanations for the changes.

This completed document should be faxed or emailed as an attachment to:

Accrediting Commission for Schools, WASC  
Temecula, California  
Fax: (951) 693-2551  
Email: [mailsocal@acswasc.org](mailto:mailsocal@acswasc.org)

7/20/09