BGSU | Institutional Effectiveness

B O W L I N G   G R E E N   S T A T E   U N I V E R S I T Y

Specialized Program Accreditation Guidelines

Bowling Green State University (BGSU) is committed to maintaining standards outlined by accrediting agencies at all levels: institution (e.g., Higher Learning Commission), unit (e.g., Council for Accreditation of Educator Preparation [CAEP]), and program (e.g., Accreditation Board for Engineering & Technology [ABET]). The Ohio Department of Higher Education (ODHE, formerly the Ohio Board of Regents) also has a role in all university accreditations under the guidelines for Program Review. The ODHE guidelines require communication regarding accreditation and accreditation status changes of programs within institutes of higher education and their respective accrediting agencies.

Accreditation Responsibilities

Many accreditation agencies are moving towards an expectation that programs adopt a continuous improvement model focusing on student outcomes/competencies. This approach takes time, careful consideration, planning, and monitoring on a regular basis. There are units within BGSU that can assist faculty, administrators, and BGSU personnel with various aspects of implementing a continuous improvement evaluation plan and the assessment of student outcomes/competencies necessary for accreditation. Additionally, open communication and early action by all involved in the accreditation process is necessary given the increased need for external reporting about accreditation activities to state and national agencies.

Program faculty, Unit/Program Accreditation Liaison/Coordinators, college deans, the Office of Institutional Research (OIR), and the Director of Institutional Effectiveness (IE) fulfill critical roles in program accreditation. The program faculty and the Unit/Program Accreditation Liaison/Coordinator engage in the appraisal of their academic program with a focus on continuous improvement. The Unit/Program Accreditation Liaison/Coordinator leads the accreditation process and all accreditation activities (e.g., completing self-study and accreditation reports, visits from accreditation teams, etc.). The dean reviews and endorses reports and other communications prior to IE. The OIR is the official data source for the institution and all data used in accreditation materials must be vetted through the OIR. The Director of IE reviews and approves all accreditation reports and documents prior to their submission; serves as the Institutional Liaison with the Higher Learning Commission (HLC) and the Ohio Department of Higher Education (ODHE); and serves as the institutional contact among the President, Provost, and Unit/Program Accreditation Liaison/Coordinator.

Accreditation Activities & Institutional Deadlines

Timeline of Accreditation Activity	Institutional Deadlines	Notes
Prepare Self-Study	**1-2 Years** before self-study is due meet with the Director of IE.	The Director of IE will be able to help identify resources to construct the self-study.
Data Requests	At least **2 weeks before data are needed,** submit a data request form to the Office of Institutional Research (OIR). Student learning outcomes data and data gathered from the BGSU Graduation Survey may be requested from the Office of Academic Assessment (OAA).	The OIR will need some time to pull the requested data, so plan ahead. Librarians will provide the information requested by the accrediting agency, including, as needed, bibliography or description of existing resources

	At least **2 weeks before data are needed,** share with the Dean of University Libraries, any requirements or questions from the accrediting agency regarding library resources and services.	and recommendations for additional resources needed to support the program.
Complete the Self-Study	At least **1 month (or earlier) before it is due,** provide the study and evidence files to the Director of IE with the previous endorsement from the dean.	The dean will review the study and evidence files prior to IE and provide feedback and endorsement to the Unit/Program Accreditation Liaison/Coordinator. The Director of IE reviews and approves all reports and documents. The Director of IE will read and may request changes be made to the self-study; the Director of IE will brief the Provost on the content of the self-study prior to submission to the accreditation agency. The Director of IE also will provide a copy of the report and data to the OIR and the OAA for verification. NOTE: If the Director of IE requests changes be made to the self-study, the final, corrected/modified version of the self-study must be re-reviewed and approved by the Director of IE **before** it is submitted.
Schedule Team Visit with Provost/President	Contact the Director of IE to put holds on the President and/or Provost's calendar(s).	The Director of IE **will not finalize the schedules** until after reviewing the completed self-study. The President and Provost Offices will not allow holds on calendars without verification by the Director of IE.
Team Visit Report	Send the report to the Director of IE as soon as it is received.	The Director of IE will debrief the Provost. The college dean will also debrief the Provost.
Communication/Response from the Program/College to the Accreditation Team Visit Report and/or Final Accreditation Action Reports	Send all responses to the college dean for feedback and endorsement. Then send all responses to the Director of IE before submitting to the accreditor with <u>enough time for review</u>. Consult with the Director of IE if requested.	The dean will review all communication for feedback and endorsement to the Unit/Program Accreditation Liaison/Coordinator prior to IE. All communication from a program and/or college in response to a team visit report and/or final accreditation action report **must be** vetted by the Director of IE and OIR **before**

		being submitted to the accreditation agency.
Accreditation Action Reports	Send a copy of the action report to the Director of IE upon receipt.	The Director of IE may request a meeting with the Liaison/Coordinator and a representative of the dean's office to discuss action planning for programmatic improvement.

Prepare Self-Study

A meeting between the Unit/Program Accreditation Liaison/Coordinator and the Director of Institutional Effectiveness must occur early in the accreditation cycle, typically two years before the self-study is due to the accreditors, to discuss data and institutional assistance is strongly recommended.

Data Requests

Institutional Data (i.e., enrollment, graduation, etc.): All institutional data, used in accreditation reports (e.g., initial self-studies, continuing self-studies, annual updates, etc.) must come from or be approved by the Office of Institutional Research (OIR). Institutional data from the OIR may be requested using the OIR Data Request Form on the OIR homepage. All data used within accreditation reports **must** be vetted by the OIR.

Please note that requests for institutional data from the OIR could take two weeks or more to fulfill depending upon the complexity of the data request, availability of data, and capacity/activities within the OIR. Adequate time should be allowed so that data can be incorporated and used by the unit/program in completing the accreditation self-study/report.

Student Learning Outcomes & Graduation Survey Data: Student learning outcomes data and data collected from the BGSU Graduation Survey may be requested from the Office of Academic Assessment (OAA). Please contact the office at assessment@bgsu.edu.

Library Resources and Services Support Information: Librarians will provide the information requested by the accrediting agency, including, as needed, bibliography or description of existing resources and recommendations for additional resources needed to support the program. Please contact the University Libraries Administrative Office at libadmin@bgsu.edu to request the information needed.

Completing Initial Self-Studies, Continuing Self-Studies, & Annual Updates

Accreditation reports (e.g., initial self-studies, continuing self-studies, annual updates, etc.) and evidence files are to be sent to the dean for review and endorsement. Next the accreditation reports and evidence files must be shared with the Director of Institutional Effectiveness (IE) **at least one month** before they are due to accreditation agencies. The Director of IE, in consultation with the Provost, Director of the Office of Institutional Research, and the Associate Director of Academic Assessment, **may request that changes be made to the self-study or other accreditation reports before they are submitted to the specialized accreditation agency**. Therefore, it is critical that the report and evidence files be submitted to the Director of IE with enough time to incorporate requested changes to the self-study.

Any report and/or update to an external agency **must be** vetted by the Director of IE and OIR **prior** to submission. After accreditation reports and evidence files have been reviewed by the Director of IE, the Unit/Program Accreditation Liaison/Coordinator is responsible for making any requested changes to the self-study. If the Director of IE requests changes be made to the self-study, the corrected/modified version of the self-study **must be** re-reviewed and approved by the Director of IE **before** it is submitted to the professional accreditation agency. After sending a final copy to the Director of IE and it is approved,

the Unit/Program Accreditation Liaison/Coordinator can submit or upload the accreditation materials (self-study/report and evidence files).

*Please note that some accreditation systems require multiple institutional contacts (e.g., President, Provost, Dean, Institutional Research Representative, etc.) to sign off on the submitted materials. If this is the case, more time may be needed to review the file. The President and/or Provost **will not sign off** on submitted materials for accreditation until review from the Director of Institutional Effectiveness is completed.*

Team Visits

The Unit/Program Accreditation Liaison/Coordinator is responsible for coordinating accreditation team visits, scheduling meetings with the necessary institutional contacts, collaborating with the Director of IE to schedule meetings with the President and/or Provost, and informing the Director of IE of the accreditation schedule.

Please note that accreditation team visits with the President and/or Provost will not be confirmed unless the Director of IE has reviewed submitted accreditation reports and evidence files.

Communication with Accreditors: Changes in Accreditation Status, Final Accreditation Outcome & Significant Findings

Typically, the accreditation agency communicates directly with the Unit/Program Accreditation Liaison/Coordinator, Dean, Provost, and/or President about accreditation visit outcomes and/or significant findings. However, in some cases information related to accreditation is only shared with the Unit/Program Accreditation Liaison/Coordinator. To ensure that accreditation information is accurate, the Unit/Program Accreditation Liaison/Coordinator is responsible for communicating with and providing copies of any communications regarding accreditation (i.e., change in accreditation status, team visit outcomes/reports, and/or significant findings) to the Director of Institutional Effectiveness (IE). This information will be housed within IE.

Primary Contact for Institutional Effectiveness

If you have any questions regarding specialized program accreditation at BGSU please contact the Associate Director of Academic Assessment, Dr. Jessica Turos at jmturos@bgsu.edu or 419-372-2239. Dr. Turos is serving as the specialized program accreditation **point of contact** until further notice.

Additional Accreditation Resources

Office of Academic Assessment – assessment@bgsu.edu
    Associate Director of Academic Assessment, Dr. Jessica Turos - jmturos@bgsu.edu

Office of Institutional Research – iroffice@bgsu.edu
    OIR Data Request Form
    Director of the Office of Institutional Research, Dr. Oyebanjo Lajubutu - lajubuo@bgsu.edu

Institutional Effectiveness
    Associate Director of Institutional Effectiveness, Brigette Gibson - bgibso@bgsu.edu