



## ACCET STRATEGIC PRIORITIES SCOREBOARD

Updated September 4, 2015

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Priority	Task	Leadership	Status	Date	Notes
1. Review ACCET's scope, roles, and mission		Bill/Res			
a.	Review and, if necessary, re-define the constituencies that ACCET will accredit in the future		Discussion	December 2015	Minor re-draft of Mission Statement to be considered
b.	Consider relevancy of current name		Preliminary Discussion One alternative offered	December 2015	Accreditors for College, Corporate & English Training
c.	Future role in International venues		Position Statement: ACCET's International Perspective	April 2015	<b>Adopted</b>
d.	Expansion of Scope to include accreditation of bachelors programs		Timeline & Decision	April 2015	<b>Adopted</b>
2. Re-align ACCET training and professional development		John/Paul			
a.	Update accreditation workshop and explore online delivery for this workshop and those involving other key topics.		Workshop updated	December 2014	<b>Completed</b>
			Online delivery to Dale Carnegie Branches	January 2015	<b>Completed</b>
		John/Linsay	Completion and Placement live (on-line) Webinar. Offer 2 to 3 times per year	March 2016	

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		John/Megan	Refund policy live (on-line) Webinar. Offer 2 to 3 times per year	March 2016	
b.	Best Practices programming at the Annual Conference		Significant expansion in San Diego	October 2014	<b>Completed</b>
			Formation of Conference Program Committee for Hershey	January 2015	<b>Completed</b>
			Additional programs at the Hershey conference	October 2015	
c.	Enhance Team Evaluator Training; consider establishment of a certification process		Extensive program overhaul at the San Diego Conference	October 2014	<b>Completed</b>
			Offer additional workshop in D.C.	May 2015	<b>Completed</b>
			Continue work on certification process	April 2016	
d.	Improve orientation and training for new Commissioners, staff and commission representatives		New Commissioner orientation program implemented	August 2014	<b>Completed</b>
			New staff program implemented	February 2015	<b>Completed</b>
e.	Track challenging accreditation issues experienced by members and offer focused training in these areas.		Accreditation workshop module upgrades on common weaknesses	January 2015	<b>Completed</b>

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			and responding to a weakness		
			Accreditation workshop module upgrade on refund calculation	October 2015	
			Financial Review Module to AMS and training module	March 2016	
			C&P Reporting module upgrade to AMS and training module	January 2017	
f.	Additional professional development opportunities and cross-training for ACCET staff and Commission Representatives		Staff cross-training program initiated	November 2014	<b>Accomplished</b> ongoing
g.	Review intervals and venues for accreditation workshops		California workshop scheduled	July 2015	<b>Completed; Repeat in 2017</b>
h.	Increase training for Commissioners in IEPs and Title IV		Title IV Scheduled	August 2015	<b>Completed, on August 2015 Commission Agenda</b>
			IEP Scheduled	December 2015	
i.	Place Avocational Reaccreditation online		Feasibility being explored	May 2016	
3. Develop and implement a comprehensive communications strategy		John/Sasha			
a.	Develop the ACCET website and its interactivity and upgrade the AMS system		Website revised using industry standard (WordPress) theme	December 2014	<b>Accomplished</b> ongoing

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			Website directory search option improved	January 2015	<b>Completed</b>
			ACCET website document search/filter feature	April 2015	<b>Completed</b>
			Continue AMS upgrades	March 2015	<b>Accomplished</b> ongoing
			Post conference breakout sessions on website	October 2014	<b>Accomplished</b> ongoing
			Develop website blog	December 2015	
			Commissioner Worksheets integrated with AMS	September 2015	
b.	Promote member involvement in identifying and electing Institutional Commissioners		New protocols enacted	Summer 204	<b>Completed</b>
c.	Develop additional feedback mechanisms from members		Success with advisory groups and focus groups for standards review	April 2015	Progress but ongoing
d.	Update, improve, and simplify decision letters		Peer editing and basic document assembly for Commission Action letters	April 2015	Progress but ongoing

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e.	Approaches for recognizing ACCET members and volunteers		Hershey program committee to consider approaches	September 2015	
f.	Promote positive relationships between ACCET staff and commissioners and with members		Repeat successful approaches from San Diego conference	October 2015	
			Solicit additional ideas from Commissioners	December 2015	
g.	Increase visibility and communications between Commissioners and members		Repeat "Up Close" and Town Hall sessions in Hershey	October 2015	
			"Commissioner of the Month" on website	December 2015	
			Future conference program on role of commissioners	2016	
h.	Build and upgrade the volunteer data base		Initial Stages	December 2014	<b>Accomplished</b>
			Solicit quotes from Salesforce vendors	October 2015	
			Populate and utilize Salesforce platform	June 2016	

Priority	Task	Leadership	Status	Date	Notes
4.	Review the staffing pattern, salary ranges organizational structure and deployment of ACCET staff	Bill/Nick			
a.	Determine ACCET workforce alignment and structure		Total re-alignment, title changes, promotions and portfolio assignments	March 2014	<b>Completed</b>
b.	Make adjustments to staff compensation		Adjustments to Accreditation Coordinator salaries made	February 2014	<b>Completed</b>
			Executive salaries reviewed at time of re-organization	March 2014	<b>Completed</b>
			"Waive" reimbursement policy for those not enrolling in company health insurance	March 2014	<b>Completed</b>
			Staff group life insurance coverage increased	January 2015	<b>Completed</b>
c.	Review role and compensation of contract Commission Representatives			2016	
d.	Consider contracting a travel agency for ACCET travel		Initial contact made Additional Study	March 2015 March 2016	
e.	Determine the feasibility of an ACCET satellite office		Initial study Additional Study	February 2015 March 2016	

Priority	Task	Leadership	Status	Date	Notes
	5. Enhance, expand and re-establish ACCET's external outreach	Bill			
a.	Join organizations and increase ACCET visibility		NASAPS, NASFA, ACE, ASTD, APSCU, SHRM joined; several conferences attended	2014 & 2015	Ongoing
b.	Expand relationships with USDOE, SEVIS, state organizations, etc.		Strong relationship with new USDOE Accreditation Director	2014	<b>Accomplished</b> Ongoing
			Regular meetings with SEVIS Director	2014	<b>Accomplished</b> Ongoing
			Present/attend several state association conferences	2014 & 2015	Ongoing
			Regular meetings with CEA Executive Director	2014 & 2015	Ongoing
			Charter member of international language accrediting group - Qalen	January 2015	<b>Accomplished</b> Ongoing
c.	Expand and re-establish relationships with Washington higher education community		Participation in CHEA meeting; ACE conference	2014 & 2015	Ongoing
d.	Re-establish group of national institutional accreditors		Alliance of Institutional Accreditors established	January 2015	<b>Completed</b>



Priority	Task	Leadership	Status	Date	Notes
6. Review ACCET's definitions, policies, standards and practices		Judy, David, & Karen			
a.	Compare and contrast ACCET accreditation standard with other similar commissions		Performed as part of standards review	2014	<b>Completed</b>
b.	Clarify key definitions that drive ACCET standards and policies		C&P definitions revised. Draft out for comment	August 2015	Final consideration at August 2015 Commission Meeting
			Definitions revised to be consistent with common terminology utilized by other institutional accreditors Revised definitions of additional locations	August 2015	Draft to be considered
			Definitions of "additional locations" revised	August 2014	<b>Completed</b>
c.	Increase and improve member input during standards review			April 2015	<b>Completed</b>
d.	Revise Interactive Distance Learning policy		Revised IDL policy out for comment	August 2015	Final consideration at August 2015 Commission meeting
			New E-learning policy and proposed policy out for comment	August 2015	Final consideration at August 2015 Commission meeting
e.	Review procedures related to Quality Assurance visits		Introduce 24 hour advance notice	2014	<b>Completed</b>

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			Improvements to QAV team report templates	December 2015	Draft to be considered at August 2015 Commission meeting.
f.	Complete the five-year standards review process			October 2015	Revisions to be considered at the October 2015 conference