

**COUNCIL FOR HIGHER EDUCATION ACCREDITATION  
Committee on Recognition  
November 12-13, 2024**

**PUBLIC AGENDA**

**Tuesday, November 12, 2024**

9:00 am - 12:00 pm      Call to Order and Welcome

**Recognition Discussion (Public)**

- 1. Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)** (*Readers: Powell, Crawford; Recusal: Williams*)

Accrediting Organization Representatives

✓ Sharon Luke, Executive Director, ARC-PA

Melissa Coffman, Associate Executive Director, ARC-PA

DeShana Collett, Chair (Executive Committee member), ARC-PA

Susan Salahshor, Vice Chair (Executive Committee member), ARC-PA

Anthony Brenneman, Past Chair (Executive Committee member), ARC-PA

Brian Shulman Treasurer (Executive Committee member), ARC-PA

- 2. Higher Learning Commission (HLC)** (*Readers: Wyld, Harvison; Recusals: Crawford, Powell*)

Accrediting Organization Representatives

Richard Dunsworth, Chair of the Board of Trustees, HLC

✓ Barbara Gellman-Danley, President, HLC

Eric Martin, Executive Vice President, HLC

Marla Morgen, Vice President and General Counsel, HLC

Robert Rucker, Associate General Counsel, HLC

- 3. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (*Readers: Pramanik, Kavlie; Recusals: Crawford, Powell, Williams*)

Accrediting Organization Representatives

Belle S. Wheelan, President, SACSCOC

Rae Borden, Director of Legal and Governmental Affairs, and Commission Support, SACSCOC

Blaine Hansen, Chair of the Board of Trustees, SACSCOC (tentative)

***FREQUENTLY ASKED QUESTIONS:  
CHEA RECOGNITION OF INTERNATIONAL ACCREDITING ORGANIZATIONS***

*This document serves as a resource for international organizations who are seeking CHEA recognition. Information regarding the CHEA recognition process may also be obtained by contacting Loretta Waldron, Vice President for Recognition Services at [waldron@chea.org](mailto:waldron@chea.org).*

**What is CHEA?**

The Council for Higher Education Accreditation (CHEA) is a nonprofit, nongovernmental institutional membership organization that “recognizes” accrediting organizations through intensive periodic review to evaluate their effectiveness in assuring and improving quality in higher education. CHEA is a coordinating body for accreditation that serves as an advocacy organization, an accreditation research and policy body and a convener and partner to address national and international quality assurance issues.

CHEA currently recognizes approximately 64 regional, institutional, national faith-related and programmatic U.S.-based accrediting organizations that includes nine (9) CHEA International Quality Group (CIQG) members.

**What is CHEA Recognition?**

CHEA recognition is a designation that signifies to the higher education community and the public that the accrediting organization:

- A. serves institutions and programs with the highest regard for integrity of practice and ethical behavior and demonstrates a commitment to diversity, equity, and inclusion;
- B. promotes academic quality and continuous improvement;
- C. serves higher education, students, and the public by communicating its accreditation decisions;
- D. makes determinations about academic quality in higher education;
- E. implements and enforces its standards and policies; and
- F. acknowledges and affirms the institution and program mission and purposes.

Recognition in the United States is also provided by the U.S. Department of Education (USDE). However, USDE does not provide recognition of international accrediting organizations.

### **How does CHEA Recognition serve accrediting organizations?**

CHEA recognition serves as an assurance to the public that accrediting organizations are competent to engage in quality review of institutions and programs based on the qualifying standards that CHEA has developed, which are presented in the 2021 [CHEA Standards and Procedures for Recognition](#). Furthermore, the CHEA recognition signifies that accrediting organizations are ethical, unbiased and professional in their assessment during the institutional review process. CHEA recognized accrediting organizations must also provide evidence that they meet CHEA standards through periodic reviews.

### **How does an international accrediting organization become CHEA-Recognized?**

To become CHEA-recognized, the accrediting organization must first meet the eligibility requirements. After verification that the eligibility requirements have been met, the accrediting organization must demonstrate that they meet the 2021 [CHEA Standards and Procedures for Recognition](#).

### **What is the CHEA Recognition process?**

For specific information regarding the CHEA recognition process for international accrediting organizations, please click [here](#).

### **What are the costs associated with the CHEA Recognition process?**

An accrediting organization, as part of the application for CHEA recognition, pays a non-reimbursable fee of \$10,000.00 U.S. For continuing recognition, the fee remains the same as the initial fee. There is no annual fee for accrediting organizations recognized by CHEA.

An international accrediting organization reimburses CHEA for any travel expenses of the team if CHEA determines an in-person visit is necessary.

### **How long does the CHEA Recognition process take?**

The recognition process typically takes between 12 and 18 months for an accrediting organization. It may take longer depending on the accessibility and review of information provided by accrediting organization.

### **What is the CHEA Term of Recognition?**

The 2021 [CHEA Standards and Procedures for Recognition](#) states that the maximum term of recognition is seven (7) years.

### **What are CHEA's reporting requirements for a recognized accrediting organization?**

After recognition has been granted, accrediting organizations are required to submit an Interim Report at the mid-point of the recognition term.

Interim Report guidelines can be found [here](#).

**Where can I find resources specific to the CHEA Recognition process?**

Numerous resources are available on the CHEA website at <https://www.chea.org/resources-accrediting-organizations>.

**What is the difference between CHEA International Quality Group (CIQG) Membership and CHEA Recognition?**

The CIQG is an assembly/body of higher education experts from across the globe, committed to the promotion of quality higher education internationally. Membership is open to an international organization, as well as any U.S. organization or individual, that meets established criteria. **CIQG Membership is not synonymous with CHEA Recognition.** For more clarification, visit the [CHEA CIQG website](#).

Definition and clarification of CHEA Recognition is provided in the second question above.

## **APPLICATION TO REQUEST INITIAL RECOGNITION – INTERNATIONAL ACCREDITING ORGANIZATION**

### *2021 CHEA Standards and Procedures for Recognition* **Section B. The Application and Recognition Process-** **2. Application Form and Fee**

**After consultation with staff, the formal recognition process begins by submitting the CHEA application form and fee. This step is applicable for initial recognition.**

Directions for Submission: **Please complete and save this form, then upload it to <https://www.chea.org/form/recognition-submission-form>.**

Accrediting Organization: \_\_\_\_\_

Acronym used by Accrediting Organization: \_\_\_\_\_

Type of Accrediting Organization (Institutional, Programmatic or both): \_\_\_\_\_

Accrediting Organization Website Address: \_\_\_\_\_

Full Name of Person Completing Application: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### **Part I. Accrediting Organization Seeking Initial Recognition**

The accrediting organization's scope of recognition statement is used to inform the higher education community and the public of its CHEA-recognized accreditation activities. The scope statement must include the following information:

A. types of institutions or programs;

B. degree levels—CHEA recognition is available to accrediting organizations that accredit institutions or programs which grant degrees at the associate degree level or higher; and

C. geographic boundaries of accreditation activity.

Only information related to degree-granting accreditation activities is included in the recognition scope statement. Non-degree accreditation activities should not be included in the recognition scope statement.

Insert Proposed Scope Statement:

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## Part II. Accrediting Organizations Seeking Initial Recognition

Please confirm by selecting all that apply.

The accrediting organization:

has legal authority to operate and has a governing board.

accredits institutions or programs that have legal authority to operate as higher education institutions or programs and confer degrees at the associate degree level or higher. (CHEA recognition extends only to accreditation activities that are at the associate degree level or higher.)

has a written mission statement, bylaws, policies, procedures, and standards that are appropriate for accrediting higher education institutions and/or programs, have been approved by its governing board and are readily accessible to the public.

has accredited at least two institutions or programs at the time of this application.

Please provide the following:

Current Number of Accredited Institutions (if applicable): \_\_\_\_\_

Current Number of Programs (as applicable): \_\_\_\_\_

Associate: \_\_\_\_\_

Baccalaureate: \_\_\_\_\_

Graduate (masters and doctoral): \_\_\_\_\_

Current Location (Country) of Accredited Institutions or Programs: -----

Explain the level of governmental oversight of and influence on the decision-making process of the accrediting organization including final decisions by the board and/or commission (if any).

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***Sponsoring and/or Parent Organization:*** An organization with a direct or indirect affiliation or agreement with the accrediting organization. The affiliation may include any management, financial, or other oversight capacity but does not limit, influence, or control accreditation activities. (as identified in the 2021 CHEA Standards and Procedures for Recognition)

Explain the level of sponsoring and/or parent organization oversight of and influence on the decision-making process of the accrediting organization including final decisions by the board and/or commission (if any).

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What is the amount of financial support (if any) the accrediting organization receives from the governmental agency? \_\_\_\_\_% and international currency \_\_\_\_\_

What is the amount of financial support (if any) the accrediting organization receives from the sponsoring and/or parent organization? \_\_\_\_\_% and international currency \_\_\_\_\_

### **Part III. Recognition Fee**

CHEA requires payment of a one-time U.S.\$10,000 recognition fee each time an accrediting organization engages in a recognition review. To submit the fee, please choose one of the following:

**1. ACH/Direct Deposit (preferred method)**

Beneficiary Name: Council for Higher Education Accreditation Bank Name: Truist Bank (DBA BB&T)  
Bank Address: 1909 K Street, NW, Washington, DC 20006 Routing Number: 054001547  
Account Number: 0005163200998 Remittance Email: [chea@chea.org](mailto:chea@chea.org)

**2. Wire Transfer**

Beneficiary Name: Council for Higher Education Accreditation Bank Name: Truist Bank (DBA BB&T)  
Bank Address: 1909 K Street, NW, Washington, DC 20006 Routing Number: 054001547  
Account Number: 0005163200998 SWIFT Code: BRBTUS33  
CHIPS Participant Number: 0160

**3. Check**

Payable To: Council for Higher Education Accreditation Remittance Address: PO Box 37085, Baltimore, MD 21297-3085

**Part IV. Executive Officer Signature**

The organization or accrediting unit of which I am the chief executive or head is seeking recognition by the Council for Higher Education Accreditation (CHEA) and to be the subject of a CHEA review of the organization’s qualifications for recognition. This certifies that the free-standing accrediting organization or an accreditation unit’s decision-making body has authorized this Application. In addition, this certifies that the information about the accrediting organization provided to CHEA in this Application, including all documents submitted to CHEA by the organization in connection with the Application, is accurate, responsive, and not misleading. I understand that an incomplete application or missing documentation may result in the return of this Application to the accrediting organization.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

(electronic signature)

Date Submitted: \_\_\_\_\_

**Upload this completed form according to “Directions for Submission” at the top of this document. Please only submit this form once.**

## APPLICATION NARRATIVE FORM – INTERNATIONAL ACCREDITING ORGANIZATION

### *2021 CHEA Standards and Procedures for Recognition* **Application Narrative and Reports**

An accrediting organization seeking initial recognition must submit an Application Narrative addressing each of the CHEA Standards and its subparts. The Application Narrative requires the provision of written evidence that the accrediting organization meets the eligibility requirements and complies with each of the CHEA recognition standards.

Directions for Submission: **Please complete and save this form, then upload it along with all supporting documents at one time to <https://www.chea.org/form/recognition-submission-form>.** Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Accrediting Organization: \_\_\_\_\_

Acronym used by Accrediting Organization: \_\_\_\_\_

Type of Accrediting Organization (Institutional, Programmatic or both):  
\_\_\_\_\_

Accrediting Organization Website Address: \_\_\_\_\_

Full Name of Person Completing Application: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Current Number of Accredited Institutions (as applicable): \_\_\_\_\_

Current Number of Programs (as applicable): \_\_\_\_\_

Associate: \_\_\_\_\_

Baccalaureate: \_\_\_\_\_

Graduate (masters and doctoral): \_\_\_\_\_

Current Location (Country) of Accredited Institutions or Programs:

\_\_\_\_\_  
\_\_\_\_\_

## Part I. Required Documents

*Note: To assist accrediting organizations submitting an application for recognition, a list of suggested documents and evidence has been provided to demonstrate compliance with each of CHEA's Recognition Standards. In some instances, the same governing documents and examples may be used to demonstrate compliance with multiple standards and standards subparts. These examples are suggestions and are neither prescriptive nor exhaustive. Other types of evidence may be provided presuming the evidence clearly demonstrates the organization's compliance with CHEA's Recognition Standards.*

**REQUIREMENTS:** As part of the recognition process, the accrediting organization is required to submit an Application Narrative that addresses CHEA Standards 1.-3., and Standard 4. (as appropriate), including each standard's subparts.

The submission of the Application Narrative must include the provision of core documents including but not limited to:

- A. Standards for Accreditation
- B. Policies and Procedures
- C. Accreditation Handbook
- D. Operating Manual
- E. By-Laws and Articles of Incorporation
- F. Additional governing documents as appropriate

*Other governing documents can be substituted according to "Directions for Submission" above. Links (when applicable) to an electronic version of the aforementioned documents are required within the CHEA Application Narrative.*

## Part II. Scope of Recognition

Proposed CHEA Scope of Recognition for those accrediting organizations seeking initial recognition:

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### **Part III. Standards for Recognition**

A narrative response must be provided for each Standard subpart (e.g., Standard 1.A., Standard 2.A. Standard 3.A.).

**Upload additional pages if needed along with all other documentation and this completed form according to “Directions for Submission” above, and/or provide links as appropriate for each narrative response. For examples of Suggested Evidence for each of the Standard’s subparts refer to the 2021 [CHEA Standards and Procedures for Recognition](#)**

#### **STANDARD 1. ACADEMIC QUALITY AND STUDENT ACHIEVEMENT**

Advancement of academic quality and continuous improvement are at the core of accreditation. To be recognized, the accrediting organization provides evidence that it implements and enforces standards, policies, and procedures which:

- 1.A. advance academic quality using quantitative and/or qualitative measures;
- 1.B. detail how it supports the autonomy of an institution or program in determining academic quality as it relates to the mission of the institution or program;
- 1.C. require resources specific to ensuring adequate student preparation and health and safety; and
- 1.D. support implementation of innovative practices.

#### **STANDARD 2. ACCOUNTABILITY AND TRANSPARENCY**

The accrediting organization implements and upholds standards, policies, or procedures that require:

- 2.A. the accrediting organization to inform the public of the institution’s or program’s accreditation status and the reason(s) for the accreditation action(s) within 30 days of the organization’s decision-making meeting in a readily accessible manner;
- 2.B. accredited institutions and programs to provide current, readily accessible, accurate data to the public regarding student learning outcomes and/or achievement data;

- 2.C. a timely response to all public concerns and complaints regarding an institution, a program, or the accrediting organization; and
- 2.D. the accrediting organization to take timely action to prevent substantially underperforming institutions or programs from maintaining accreditation.

### **STANDARD 3. ACCREDITATION STRUCTURE AND ORGANIZATION**

An accrediting organization demonstrates that it:

- 3.A. manifests a commitment to diversity, equity, and inclusion;
- 3.B. ensures ethical practices in its operations;
- 3.C. bases its accreditation decisions on how well an institution or program meets its accreditation standards;
- 3.D. requires an institution or program to meet all standards within a specified period of time not to exceed four years;
- 3.E. makes clear distinctions between required actions and suggested actions for institution or program improvement;
- 3.F. has a process to ensure consistency in accreditation reviews and accreditation actions while allowing for varying institutional or programmatic mission, purpose, and operation;
- 3.G. engages in regular self-evaluation of its performance, standards, procedures, and policies and, where warranted, uses that information for improvement;
- 3.H. maintains independence from any sponsoring and/or parent organization or governmental agency/authority and/or ministry of education with respect to all accreditation activities, reviews, actions, and decisions;
- 3.I. has sufficient financial, staff, and operational resources to perform and sustain its accreditation functions efficiently and effectively;
- 3.J. ensures procedural due process in accreditation activities;
- 3.K. publishes an appeals policy that informs the institution or program of the process to be used and actions that may be taken;
- 3.L. has a conflict-of-interest policy that covers all accrediting organization staff, site visitors, and members of accreditation-recommending and decision-making bodies and governmental agency/authority and/or ministry of education; and
- 3.M. requires opportunities for participation by higher education professionals, the public, and practitioners in accreditation activities, such as accreditation reviews, decision making, policy setting, and review and revision of accreditation standards.

## **STANDARD 4. CAPACITY AND COMPLIANCE FOR INTERNATIONAL ACCREDITATION**

In addition, to demonstrating compliance with Standards 1-3, the accrediting organization that accredits outside of the United States is required to demonstrate that it:

- 4.A. has the capacity and competence to engage in international accreditation activities;
- 4.B. notifies the appropriate international authorities or governmental agencies from which it receives legal authorization to operate of its intent and seeks guidance regarding the accrediting organization's current and proposed activities; and
- 4.C. applies standards that are substantially comparable to U.S. institutions and programs and if modifications are necessary, that information will be made public.

### **Part IV. Executive Officer Signature**

The organization or accrediting unit of which I am the chief executive or head is seeking recognition by the Council for Higher Education Accreditation (CHEA) and to be the subject of a CHEA review of the organization's qualifications for recognition. This certifies that the free-standing accrediting organization or an accreditation unit's decision-making body has authorized this Application Narrative. In addition, this certifies that the information about the accrediting organization provided to CHEA in this Application Narrative, including all documents submitted to CHEA by the organization in connection with the Application Narrative, is accurate, responsive, and not misleading. I understand that an incomplete Application Narrative or missing documentation may result in the return of this Application Narrative to the accrediting organization.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ (electronic signature)

Date Submitted: \_\_\_\_\_

**Upload additional pages if needed along with all other documentation and this completed form according to "Directions for Submission" at the top of this document. Please only submit this form and supporting documentation once.**