

Project: ACCET Accreditation - renewal

Executive Summary

Clock hour school that recently received Title IV authority requested assistance in the preparation of the school's documents for reaffirmation including the Application for Accreditation, Analytic Self-Evaluation Report (ASER), and submission of the ASER through ACCET's AMS system. Further work was conducted to prepare the school for its On-Site Visit Team.

Client Challenges

- High employee turnover existed in all functional areas.
- Limited Standard Operating Procedures ("SOP") related to the requirements of accreditation and Title VI administration.
- Lack of standard clock hour attendance protocols and documentation.

Results / How our services positively impacted the School

- All areas contracted for consultation and implemented through the consultation period passed accreditation review.
- Students who enrolled following the implementation of revised SOPs and attendance tracking was implemented demonstrated a significantly higher level of satisfaction with the school. New student attendance levels exceed prior student attendance.
- The overall attendance percentage for the student population at the time of the new SOP and attendance taking protocol declined, although it maintained the required level for Title IV eligibility.

Details

- Reviewed all current SOPs including clock hour tracking; revised as necessary, or created new departmental SOPs to ensure consistence and compliance throughout the school.
- Provided in-service and training activities to employees with a focus on building a "culture of compliance" and how to establish documentation and tracking methods.
- Follow-up file and process audits to ensure staff understanding of compliance requirements for Title IV awarding schools.
- Reviewed staff responsibility, both individually and collectively in all-staff meetings, the specific role and responsibilities related to compliance.
- Revised the faculty and staff compensation plan; implemented the plan which encouraged staff to remain loyal to the school while considering outside professional ventures; reduced turnover.