

**DEAC CHANGE of CORE MISSION or OBJECTIVES
COMPLIANCE ASSESSMENT FORM**

## Instructions

Given that an institution’s accreditation is predicated on its core mission, the Distance Education Accrediting Commission requires every institution seeking to substantively depart from its core mission or objectives to obtain prior approval from the Commission and undergo an on-site visit. Prior approval serves two main purposes: (1) It provides the institution an opportunity to critically reflect on its operations, processes, and procedures prior to changing its core mission or objectives and (2) it provides the on-site team with a comprehensive overview of the institution, its new mission, and its processes that are integral to delivering quality distance education.

The questions on this Compliance Assessment Form are designed to assist on-site team evaluators in determining whether institutions continue to meet the intent of DEAC’s accreditation standards when changing their core mission or objectives. Evaluators are not limited to the questions on this rating form. This rating form is for the evaluator’s use only. Evaluators do not need to send this rating form to DEAC.

DEAC evaluators decide whether institutions meet, partially meet, or do not meet accreditation standards. For any ratings of “partially meets” or “does not meet,” the evaluator must provide a “required action” that instructs the institution on what it needs to provide in order to demonstrate compliance with the identified standard. Evaluators should be careful to review institutions based only on the accreditation standards. Any recommendations beyond the scope of the accreditation standards should be provided under suggestions.

Evaluators should refer to the *DEAC Accreditation Handbook and Guide for Self-Evaluation* for any further clarification on institutional requirements.

## Institution Information

Name of Institution: Name of institution

Date of Visit: Date of on-site visit

Name of Evaluator: Evaluator name

Position on Team: Position on team

On-site Team Chair: Name of on-site team chair

Date Report Due to Chair: Date report is due

## Accreditation Standards

Standard I: Institutional Mission

1. **Description of the Mission**

The institution’s mission communicates its purpose and its commitment to providing quality distance educational offerings appropriate to the level of study offered. The mission establishes the institution’s identity within the educational community and guides the development of its educational offerings.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution present its mission statement?  |[ ] [ ] [ ]
| Did the institution describe how the mission establishes the institution’s identity within the educational community? |[ ] [ ] [ ]
| Did the institution describe how its mission guides the development of educational offerings?  |[ ] [ ] [ ]
| Does the mission communicate the institution’s purpose and its commitment to providing quality distance educational offerings?  |[ ] [ ] [ ]
| Is the institution’s mission appropriate to the level of study offered?  |[ ] [ ] [ ]
| **Standard I.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.

1. **Review and Publication of the Mission**

The institution’s administrative and academic leadership team, as well as representative members of the institution’s faculty, shall review the mission on a regular basis to determine whether the mission should be amended and how the institution is performing against the objectives set by its mission statement. The published mission statement is readily accessible to students, faculty, staff, other stakeholders, and the public.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution describe the procedures followed by leadership and faculty representatives to regularly review the mission and its performance against mission-aligned objectives?  |[ ] [ ] [ ]
| Did the institution explain how often the mission is reviewed by leadership and faculty representatives?  |[ ] [ ] [ ]
| Did the institution identify who is responsible for ensuring that the mission is readily accessible to students, faculty, staff, other stakeholders, and the public?  |[ ] [ ] [ ]
| Did the institution describe where the mission is published to demonstrate that it is readily accessible to students, faculty, staff, other stakeholders, and the public?  |[ ] [ ] [ ]
| **Standard I.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.

Standard III: Institutional Planning and Effectiveness

1. **Mission Achievement**

The institution plans and implements comprehensive processes with clearly defined metrics and criteria to monitor effectiveness of all aspects of the institution’s operations against the institution’s mission and any initiatives identified in the strategic plan. The institution shares appropriate information from the data gathered with relevant stakeholder groups.

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| **Questions** | **Yes** | **No** | **N/A** |
| Does the institution adequately monitor and measure operational effectiveness to verify alignment of institutional activities with its mission statement? |[ ] [ ] [ ]
| Did the institution provide the metrics and criteria it uses to measure achievement of its mission? |[ ] [ ] [ ]
| Did the institution adequately describe how the achievement of these metrics and criteria demonstrate that it is effectively carrying out its mission?  |[ ] [ ] [ ]
| Did the institution identify who is responsible for documenting the institution’s achievement of its mission?  |[ ] [ ] [ ]
| Did the institution describe processes used to seek input from relevant groups regarding the extent to which it achieves its mission?  |[ ] [ ] [ ]
| Did the institution describe how it shares information on the achievement of its mission with relevant groups?  |[ ] [ ] [ ]
| Did the institution describe how the mission achievement information is incorporated into improvement planning? |[ ] [ ] [ ]
| **Standard III.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.

1. **Strategic Planning**

The institution implements a strategic plan utilizing a systematic process for the achievement of goals that support its mission. The institution’s planning processes involve all areas of the institution’s operations in developing strategic initiatives and goals by evaluating external and internal trends. Data is used to identify areas of weakness and opportunities for improvement, development, and growth. The plan helps institutions set priorities, manage resources, and set goals for future performance.

The strategic plan addresses, at a minimum, finances, academics, technology, admissions, marketing, personnel, and institutional sustainability and includes measurable action plans that lead to mission achievement. The plan identifies the individuals responsible, timelines for completion, and the financial resources required. The institution reviews the strategic plan at least annually and reports achievement of progress to its stakeholders.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution describe how its strategic planning efforts guide its pursuit of achieving its goals in support of its mission?  |[ ] [ ] [ ]
| Did the institution provide a copy of its strategic plan?  |[ ] [ ] [ ]
| Did the institution describe how the input received from internal and external stakeholders is used in its strategic planning process?  |[ ] [ ] [ ]
| Did the institution identify areas for improvement via a SWOT Analysis (strengths, weaknesses, opportunities, and threats) or other means of evaluation? [Note: A SWOT analysis is not specifically required, provided that the institution appropriately identified areas of weakness and opportunities for improvement through other evaluative processes or means.] |[ ] [ ] [ ]
| Does the institution’s strategic plan adequately identify proactive initiatives to address its identified areas for improvement and opportunity?  |[ ] [ ] [ ]
| Does the institution’s strategic plan address the following: financial stability; development of educational offerings; integration of technology to enhance educational offerings; effective and accurate admissions and marketing activities to promote institutional sustainability; and professional development of leadership, faculty, and staff?  |[ ] [ ] [ ]
| Did the institution describe the metrics that guide and measure the achievement of its strategic planning goals and objectives?  |[ ] [ ] [ ]
| For each strategic initiative, did the institution identify the individual(s) responsible and timeline(s) for completion as well as the financial resources required to pursue its achievement? |[ ] [ ] [ ]
| Did the institution describe its annual strategic plan review process and how it reports achievement of progress to relevant stakeholders? |[ ] [ ] [ ]
| **Standard III.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.

1. **Institutional Effectiveness**

The institution develops a plan and implements a systematic and ongoing process to evaluate the content and delivery of its educational programs, its provision of student support services, and the effectiveness of its supporting infrastructure and staff operations. The institution engages in sound research practices; collects and analyzes quantitative and qualitative evidence about its effectiveness; and develops and implements action plans that are used to improve operations, academic achievement, educational technologies, and student services.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution describe its efforts to evaluate institutional effectiveness and implement action plans for improvement?  |[ ] [ ] [ ]
| Did the institution describe its research practices and its data collection and analysis processes?  |[ ] [ ] [ ]
| Did the institution provide examples of both quantitative and qualitative data collected and analyzed for evaluating institutional effectiveness?  |[ ] [ ] [ ]
| Did the institution provide the key indicators that it uses to measure its effectiveness and to determine if improvements are needed?  |[ ] [ ] [ ]
| Are the institution’s key indicators and the data collected adequate to measure effectiveness and inform necessary improvements?  |[ ] [ ] [ ]
| Did the institution describe and provide examples of improvements to its educational programs based on the data collected and analyzed from its research?  |[ ] [ ] [ ]
| Did the institution describe and provide examples of improvements to its student support services based on the data collected and analyzed from its research? |[ ] [ ] [ ]
| Did the institution describe and provide examples of improvements to its technological infrastructure and staff operations based on the data collected and analyzed from its research? |[ ] [ ] [ ]
| Did the institution describe how its institutional effectiveness programs and data are reviewed to determine achievement of initiatives?  |[ ] [ ] [ ]
| **Standard III.C. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. |

**Comments:** Provide comments to support the finding based on the institution’s responses and evidence provided prior to and during the on-site visit.

**Required Actions:** Provide the required actions necessary for the institution to demonstrate compliance with the accreditation standards. Each required action must correspond to an accreditation standard or a core component.

**Suggestions:** Suggestions are those recommendations that are not required to meet minimum accreditation standards but are provided to the institution as an opportunity for growth and improvement.