



ACCET STRATEGIC PRIORITIES SCOREBOARD

Updated February 24, 2016

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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	Adopted
d.	Expansion of Scope to include accreditation of bachelors programs		Timeline & Decision	April 2015	Adopted
2. Re-align ACCET training and professional development		John/Paul			
a.	Update accreditation workshop.		Workshop updated	December 2014	Completed
			Online delivery to Dale Carnegie Branches	January 2015	Completed
		John/Linsay	Completion and Placement live (on-line) Webinar. Offer 2 to 3 times per year	Initial offering planned for March 2016	
		John/Megan	Vocational School Refund policy live (on-line) Webinar. Offer 2 to 3 times per year	May 2016	Pilot vocational refund policy exercise conducted during the Hershey accreditation workshop.

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			IEP Refund Policy Webinar	March 2017	Pilot IEP Refund workshop at the 2016 Conference
b.	Best Practices programming at the Annual Conference		Significant expansion in San Diego	October 2014	Completed
			Formation of Conference Program Committee for Hershey	January 2015	Completed
			Additional programs at the Hershey conference	October 2015	Completed
c.	Enhance Team Evaluator Training; consider establishment of a certification process		Extensive program overhaul at the San Diego Conference	October 2014	Completed
			Offer additional workshop in D.C.	May 2015	Completed
			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	Completed
			New staff program implemented	February 2015	Completed
e.	Track challenging accreditation issues experienced by members		Accreditation workshop module upgrades on common weaknesses	January 2015	Completed

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	and offer focused training in these areas.		and responding to a weakness		
			Accreditation workshop module upgrade on refund calculation	October 2015	Pilot completed in Hershey for voc schools. Worksheet component still needed.
			Financial Review Module to AMS and training module	July 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	Accomplished ongoing
g.	Review intervals and venues for accreditation workshops		California workshop scheduled	July 2015	Completed; Repeat in 2017
h.	Increase training for Commissioners in IEPs and Title IV		Title IV Scheduled	August 2015	Completed, on August 2015 Commission Agenda
			IEP Scheduled	December 2015	
i.	Place Avocational Reaccreditation online		Feasibility being explored	July 2016	Initially consider non-IEP avocs only
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	Accomplished ongoing

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			Website directory search option improved	January 2015	Completed
			ACCET website document search/filter feature	April 2015	Completed
			Continue AMS upgrades	March 2015	Accomplished ongoing
			Post conference breakout sessions on website	October 2014	Accomplished ongoing
			Develop website blog	December 2015	Completed
b.	Promote member involvement in identifying and electing Institutional Commissioners		New protocols enacted	Summer 2014	Completed
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
e.	Approaches for recognizing ACCET members and volunteers		Hershey program committee to consider approaches	September 2015	Initiated at Hershey conference; ongoing
f.	Promote positive relationships between ACCET		Repeat successful approaches from San Diego conference	October 2015	Completed; ongoing

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	staff and commissioners and with members				
			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	Completed; ongoing
			"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	Accomplished
			Solicit quotes from Salesforce vendors	May 2016	Delayed due to financial module priority
			Populate and utilize Salesforce platform	December 2016	
i.	Commissioner Worksheets integrated with AMS	John S		December 2016	
4. Review the staffing pattern, salary ranges organizational structure and deployment of ACCET staff		Bill			
a.	Determine ACCET workforce alignment and structure		Total re-alignment, title changes, promotions and portfolio assignments	March 2014	Completed
b.	Make adjustments to staff compensation		Adjustments to Accreditation	February 2014	Completed

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			Coordinator salaries made		
			Executive salaries reviewed at time of re-organization	March 2014	Completed
			"Waive" reimbursement policy for those not enrolling in company health insurance	March 2014	Completed
			Staff group life insurance coverage increased	January 2015	Completed
			TIAA-CREF Employer contribution modestly increased	January 2016	Completed
c.	Review role and compensation of contract Commission Representatives		Modest adjustment to Visit compensation	2016	Completed
d.	Consider contracting a travel agency for ACCET travel		Initial contact made Additional Study	March 2015 March 2016	Researched but not pursued
e.	Determine the feasibility of an ACCET satellite office		Initial study Additional Study	February 2015 March 2016	Researched but not viewed as feasible at this time
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	Accomplished Ongoing

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b.	Expand relationships with USDOE, SEVIS, state organizations, etc.		Strong relationship with new USDOE Accreditation Director	2014	Accomplished Ongoing
			Regular meetings with SEVIS Director	2014	Accomplished Ongoing
			Present/attend several state association conferences	2014 & 2015	Accomplished Ongoing
			Regular meetings with CEA Executive Director	2014 & 2015	Accomplished Ongoing
			Charter member of international language accrediting group – Qalen	January 2015	Accomplished Ongoing
			Established relations with Saudi Arabian accrediting agencies		Accomplished Ongoing
c.	Expand and re-establish relationships with Washington higher education community		Participation in CHEA meeting; ACE conference	2014 & 2015	Accomplished Ongoing
d.	Re-establish group of national institutional accreditors		Alliance of Institutional Accreditors established	January 2015	Completed
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	Completed

Priority	Task	Leadership	Status	Date	Notes
b.	Clarify key definitions that drive ACCET standards and policies		C&P definitions revised. Draft out for comment	August 2015	Completed
			Definitions revised to be consistent with common terminology utilized by other institutional accreditors Revised definitions of additional locations	August 2015	Ongoing
			Definitions of "additional locations" revised	August 2014	Completed
			New policies related to Dale Carnegie Branches/franchises	2014-2015	Completed
c.	Increase and improve member input during standards review			April 2015	Completed
d.	Revise Interactive Distance Learning policy		Revised IDL policy out for comment	August 2015	Completed
			New E-learning policy and proposed policy out for comment	August 2015	Completed
e.	Review procedures related to Quality Assurance visits		Introduce 24 hour advance notice	2014	Completed
			Improvements to QAV team report templates	December 2015	Completed

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f.	Complete the five-year standards review process			October 2015	Completed