

2. Policy on Change of Mission, Goals, and Objectives

As stated in C.1. Policy on Substantive Change and Notification, any significant change in the mission, goals, or objectives of an institution is considered a “substantive change” and prior approval is required before the change may be included in the institution’s grant of accreditation.

The Commission requires each institution to review its institutional mission, goals, and objectives and to modify these as necessary for the effective delivery of the institution’s educational programs. If an institution determines that a substantive change to its mission, goals, or objectives is necessary, it must demonstrate its ability to support the proposed change.

A significant alteration in the institution’s established mission, goals, or objectives may signal a change throughout the institution as it relates to its efforts to increase student enrollments and the consequent need to increase staff and facilities. It may signal a change in course/program objectives, course/program content, admission criteria, and other significant areas of operation in order to attract a greater number of students.

Examples of a substantive change of an institution’s mission, goals, or objectives is where a non-degree institution decides to become a degree-awarding institution, or where an institution decides to offer curricula or programs in a totally new discipline (e.g., adding business training to an art school), or where an institution wishes to offer instruction to new markets.

Because the institution’s accreditation is predicated upon the institutional mission, goals, and objectives reported at the time of its accreditation, the Commission wants to determine if the changes being considered will have an adverse affect on the institution’s capacity to continue to meet the Standards of Accreditation.

Action

When a significant change in institution’s mission, goals, and objectives is undertaken, a *Change of Mission/Goals/Objectives Report* must be prepared and submitted to the Accrediting Commission within **30** days of the final adoption. In the report, particular attention should be given to how the changes affect the institution’s ability to meet each of the Accreditation Standards.

The *Change of Mission/Goals/Objectives Report* must include the following: (10/11)

- Approval from the state (or applicable regulatory agency). If the state does not require approval, documentation from the agency to that effect must be submitted.
- A comprehensive and detailed description of the change of mission, goals, and objectives including assessment of the need to change its mission, goals and/or objectives.
- A description of the impact of the change on the current courses/programs of the institution to include a description of the underlying capacity to support curricular change and the institution’s ability to remain in continuous compliance with accrediting standards.
- Revised institutional assessment plan and/or strategic plan which describe the institution’s strategies and timelines for implementing the change of mission/goals/objectives. Minutes from meetings of the board of directors or other governing body in which the changes were discussed and adopted must be included.

- Detailed narrative and plan regarding changes to the capacity and infrastructure and financial resources that have been implemented or secured to support the new mission/goals/objectives and/or program offerings.
- Detailed timeline for any new program(s) being developed as a result of the change of mission/goals/objectives and the plan for implementation.

The Commission will review the report, and it may require a revised Self-Evaluation Report, an on-site visit, or both. If the Commission deems that an on-site visit is necessary to verify that the institution continues to meet the standards, the visit must take place within **six** months of the initial change. The Commission may grant a time extension when it deems it is for a “good cause” (see E.17. Glossary for definition). (10/11)

The Accrediting Commission reserves the right to order a comprehensive review of an institution at any time it has concerns that the institution is not in compliance with the DETC’s standards, policies, and/or procedures. (10/11)

In all cases, the Commission will allow the institution sufficient time to respond to any findings before any final decision regarding the institution’s accredited status is made. (10/11)

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