

**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 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? |  |  |  |
| Does the mission establish the institution’s identity within the educational community? |  |  |  |
| **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 leadership, faculty, staff, administrators, and other stakeholders regularly review the mission to assure continued institutional quality and viability. 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, faculty, staff, administrators, and other stakeholders to regularly review the mission and the continued quality and viability of the institution? |  |  |  |
| Did the institution explain how often the mission is reviewed by leadership, faculty, staff, administrators, and other stakeholders? |  |  |  |
| Did the institution provide meeting minutes or other documentation that provided supporting evidence that the mission is regularly reviewed? |  |  |  |
| 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.

1. **Information on Achievement of the Mission:** The institution identifies key indicators it uses to demonstrate that it is effectively carrying out its mission. The institution documents the achievement of its mission and shares appropriate information on this achievement with relevant groups (e.g., Advisory Councils, faculty, staff, students, and the public).

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution provide the key indicators it uses to measure the achievement of its mission? |  |  |  |
| Did the institution adequately describe how the achievement of these key indicators demonstrates 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 provide samples of the type of data collected for review that is relevant to the key indicators? |  |  |  |
| Did the institution describe how it shares information on the achievement of its mission with relevant groups? |  |  |  |
| Did the institution describe how the information received from relevant groups is incorporated into improvement planning? |  |  |  |
| **Standard I.C. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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**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.

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## Standard II: Institutional Effectiveness and Strategic Planning

1. **Institutional Effectiveness Planning:** The institution demonstrates a commitment to its educational offerings and administrative operations through processes that monitor and improve institutional effectiveness. The institution engages in sound research practices; collects and analyzes evidence about its effectiveness; and develops action plans that are used to improve operations, educational offerings, and services.

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| **Questions** | **Yes** | **No** | **N/A** |
| Did the institution describe its efforts to monitor institutional effectiveness? |  |  |  |
| Did the institution provide examples of the data collected and analyzed for monitoring institutional effectiveness? |  |  |  |
| Did the institution describe its research practices and data collection and analysis processes? |  |  |  |
| 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 offerings based on the data collected and analyzed from its research? |  |  |  |
| Did the institution describe and provide examples of how it improves its student services based on the data collected and analyzed from its research? |  |  |  |
| Did the institution describe and provide examples of how it improves its administrative operations based on the data collected and analyzed from its research? |  |  |  |
| Did the institution describe how institutional effectiveness studies inform the ongoing development of its curricula and services? |  |  |  |
| Did the institution describe how often its institutional effectiveness programs and data are reviewed to determine achievement of initiatives? |  |  |  |
| Did the institution describe the action plans undertaken during its most recent institutional effectiveness planning cycle? |  |  |  |
| **Standard II.A. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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**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 has a systematic process of planning for the achievement of goals that supports its mission. The institution’s planning process involves all areas of the institution’s operations (e.g., admissions, academics, technology, etc.) in identifying strategic initiatives and goals by evaluating external and internal trends as they affect the future. At a minimum, the strategic plan addresses finances, academics, technology, admissions, marketing, personnel, and institutional sustainability. The strategic plan is reviewed and updated annually using established metrics designed to measure achievement of strategic planning goals and objectives. The plan helps institutions set priorities, manage resources, and set goals for future performance.

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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 it seeks input from internal and external stakeholders as a means of enhancing its strategic planning process? |  |  |  |
| 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? |  |  |  |
| Does the institution’s strategic plan adequately identify proactive initiatives to achieve sustainability and protect itself against identified weaknesses and threats? |  |  |  |
| Did the institution describe how it aligns the resources needed with its identified strategic initiatives? |  |  |  |
| Does the institution’s strategic plan address the following: financial stability; development of educational offerings; integration of technology to enhance educational offerings; admissions processes; effective and accurate marketing campaigns to promote institutional sustainability; and professional development of leadership, faculty, and staff? |  |  |  |
| Did the institution describe the metrics that guide the achievement of its strategic planning goals and objectives? |  |  |  |
| Did the institution identify key achievements from its last strategic planning cycle that resulted in improvements to the educational offerings and administrative operations? |  |  |  |
| **Standard II.B. – Meets, Partially Meets, Does Not Meet, or Not Applicable** | Choose a finding. | | |

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**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.