

TO: ACICS-Accredited Institutions and Other Interested Parties

FROM: Accrediting Council for Independent Colleges and Schools

DATE: June 25, 2009

SUBJECT: **Addition and Correction to the April 2009 Memorandum to the Field**

1. **Final Accreditation Criteria revisions were omitted in the April 2009 Memorandum to the Field.** The following criteria revisions were reviewed by the Council and have been accepted as **final, effective immediately** (new language is underlined, ~~deleted language is struck~~):

- **Faculty Preparation**

Section 3-1-541. Faculty Preparation. Preparation of faculty members shall be academically and experientially appropriate to the subject matter they teach. Faculty members shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods. The institution must provide evidence that all faculty members are graduates of institutions accredited by agencies recognized by the United States Department of Education. Faculty who are graduates from institutions outside the United States must be graduates of institutions recognized by their government and their transcripts must be translated into English and be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.

- **Library, Instructional Resources, and Technology**

3-4-401. Staff. A professionally trained individual shall supervise and manage library and instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A professionally trained individual is one who holds a bachelor's or master's degree in library or information science or a comparable program, or state certification to work as a librarian, where applicable. The institution must provide evidence that the degree is from an institution accredited by an agency recognized by the United States Department of Education. If the degree is from an institution outside of the United States, the institution must be recognized by its government and the transcript must be translated into English and be evaluated by a member of the Association of

International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. The professionally trained individual must participate in documented professional growth activities.

3-5-401. Staff. A professionally trained individual shall supervise and manage library and instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A professionally trained individual is one who holds a bachelor's or master's degree in library or information science or a comparable program, or state certification to work as a librarian, where applicable. The institution must provide evidence that the degree is from an institution accredited by an agency recognized by the United States Department of Education. If the degree is from an institution outside of the United States, the institution must be recognized by their government and the transcript must be translated into English and be evaluated by a member of the Association of International Credentials Evaluators (AICE) or a member of the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. The professionally trained individual must participate in documented professional growth activities.

3-6-701. Staff. A professionally trained individual shall supervise and manage library and instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A professionally trained individual is one who holds a M.L.S. degree or the equivalent, with special qualifications to aid students in research. The institution must provide evidence that the degree is from an institution accredited by an agency recognized by the United States Department of Education. If the degree is from an institution outside of the United States, the institution must be recognized by their government and the transcript must be translated into English and be evaluated by a member of the Association of International Credentials Evaluators (AICE) or a member of the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. The professionally trained individual must participate in documented professional growth activities.

3-7-701. Staff. A professionally trained individual shall supervise and manage library and instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A professionally trained individual is one who holds a M.L.S. degree or the equivalent, with special qualifications to aid students in research. The institution must provide evidence that the degree is from an institution accredited by an agency recognized by the United States Department of Education. If the degree is from an institution outside of the United States, the institution must be recognized by their government and the transcript must be translated into English and be evaluated by a member of the Association of International Credentials Evaluators (AICE) or a member of the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the degree to degrees awarded by institutions in the United States. The professionally trained individual must participate in documented professional growth activities.

2. **Proposed Accreditation Criteria were presented incorrectly in April 2009 Memorandum to the Field, with some new language not underlined.** The following revisions were proposed criteria changes as a result of the February and April 2009 meetings (new language is underlined, ~~deleted language is struck~~):

1-3-103. Learning Site. A learning site is a location where educational activities are conducted apart from a ~~which (1) may be permanent or temporary in nature, (2) offers courses or full programs of study, and (3) is geographically close to the main or branch campus that does not, on its own, qualify as a~~ oversees the learning site such that students must utilize services provided at the ~~main or branch campus.~~

Due to updates made to the April 2009 Memorandum to the Field, the comment period has been extended until Wednesday, July 8, 2009.

IV. COMMENT FORM – PROPOSED CRITERIA REVISIONS

ACICS ID Code: _____ Date: _____

Name of
Organization: _____

Address: _____

Please check (as appropriate):

Proposed *Accreditation Criteria* revisions:

A. Minor Editorial Changes

Accept as Written Modify (explain)

B. Learning Site

Accept as Written Modify (explain)

C. Review Board Appeal Process & Conflict of Interest Policy

Accept as Written Modify (explain)

Prepared by: _____

Title: _____

Signature: _____

Please respond by Wednesday, July 8, 2009 to:

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