Update notes for
Accreditation Process, Policies, and Procedures (AP3), fourth edition
April 27, 2018

During its April 27, 2018, conference call, the Committee on Accreditation (COA) approved the following policy adjustment to *Accreditation Process, Policies, and Procedures (AP3)*, fourth edition.

Section II.7.4 Examples of evidence that might be used to indicate compliance with the 2015 Standards for Accreditation:
Added the bold text to section V. Administration, Finances, and Resources:

V. Administration, Finances, and Resources
- Organizational charts for the program, the school/college of which the program is a part, and the institution as a whole
- Description of relationships of program and school/college to the institution with regard to autonomy, support and resources
- Minutes of meetings of faculty, committees, advisory boards and other relevant groups that provide evidence of administrative structures, decisions made, and plans promulgated by the program
- Descriptions of institution-wide opportunities for faculty, staff, and student participation
- **Documentation that leadership ensures opportunities for student involvement in the field such that each can graduate prepared for employment**
- Lists of faculty, staff, and student appointment/election to school, collegiate, and university administrative and academic entities
- Materials and data on the school's financial structure: budgets, budget analyses, and data reflecting the use of the analyses for decision making
- Information on availability of funds for research, professional development, travel, leaves with pay, and student financial aid
- Criteria used to award professional development, travel, leaves, and other forms of funding to individual faculty, staff and students
- Comparative data on budgets and funding over 5 to 10 years to show trajectories of support
- Information on administrative personnel: demographics, salaries, curricula vitae, and other data compared to similar units in the institution
- The school's evaluation policy for administrative personnel, data reflecting its implementation, and data reflecting the use of the results of evaluations
- Maps, floor plans or descriptions of physical facilities, including off-campus and satellite facilities
- Description of ADA compliance for all facilities where the program holds face-to-face instruction, student professional organization meetings, in-person orientations, and program social events
- **Documentation that leadership ensures student health and safety**
- Information on the library that supports the school and program: assessment of library services, budget, collections, services, usage data

- Information on library support and access to materials, user instruction, and other resources for distance education students and faculty
- Descriptions of technology resources: support services, computer labs and equipment, faculty and staff computing equipment, network resources
- Information on technology support for distance education students and faculty
- Description of institutional facilities available to faculty, students, and staff
- Descriptions of faculty, staff and student use of the facilities available for technology, instructional, and continuing education related to teaching and learning in the program
- Information on how resources such as libraries, technology support, and instructional support are evaluated and how participants contribute to such assessments

Rationale: To meet CHEA Standard 12A5, which calls for the accrediting organization to "refer to resources only to the extent required for students to emerge from institutions or programs appropriately prepared, or to address health and safety in the delivery of programs."