



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

To: Higher Education Committee  
From: Valerie Grey  
Subject: Renewal of Institutional Accreditation: New York Career Institute  
Date: June 1, 2011  
Authorizations:

### **SUMMARY**

#### **Issue for Decision**

Should the Board of Regents renew the institutional accreditation of New York Career Institute?

#### **Reason(s) for Consideration**

Required by State regulation

#### **Proposed Handling**

This question will come before the Higher Education Committee at its June 2011 meeting, where it will be voted on and action taken. It will then come before the full Board at its June 2011 meeting for final action.

#### **Background Information**

New York Career Institute is a proprietary college, founded in 1941. It was authorized to award the Associate in Occupational Studies (A.O.S.) degree in 1982, and has been accredited by the Board of Regents since that year.

#### **Recommendation**

It is recommended that the Board of Regents renew the institutional accreditation of New York Career Institute without conditions for a period of five years ending on June 30, 2016, with the stipulation that all recommendations in the report be met by May 20,

2013. The Institute is asked to provide a progress report, due May 20, 2013, on the following matters:

1. Assessment: use of assessment data in strategic planning.
2. Administration: implementation of recommendations regarding the Registrarial function.

Regents with a conflict of interest or the appearance of a conflict of interest on this application area asked to recuse themselves from participating in the deliberation and decision.

## Information in Support of Recommendation

Peer Review Visit. In preparation for a visit by a peer review team, New York Career Institute prepared a self-study following the requirements for self-studies in the *Handbook of Institutional Accreditation*. The review visit took place on November 1 & 2, 2010. During the visit, the team met with the Chief Executive Officer, the President and other members of the Institute's administration, senior and junior faculty, staff, and students. The team also inspected classrooms, administrative offices, and library facilities, and reviewed syllabi as well as a random sampling of student work.

The team noted a number of improvements since the previous review visit in the fall of 2007, and commended the college for its efforts. Improvements were most notably evident in the areas of curriculum, where it was evident that syllabi had been revised and updated; in faculty governance; and in administration, with the hiring of a Dean of Academic Affairs and the subsequent re-alignment of reporting lines, which has resulted in greater clarity and efficiency within the administration of the college.

Overall, the team found the institution to be in substantial compliance with the standards for institutional accreditation. The team made several recommendations in the areas of assessment of student achievement and administration (concerning the Registrarial function).

*Peer Review Team Recommendation:* Accreditation with conditions for a period of five years, with the requirement that all recommendations in the report be met by May 20, 2013, with a progress report due on that date.

The Department transmitted the team's draft compliance report to New York Career Institute, providing it 30 days to prepare a written response correcting factual errors and addressing any other aspect of the report. The draft report, the Institute's response, and the Department's preliminary recommendation for accreditation action became the final compliance report.

*Department's Preliminary Recommendation:* Taking into consideration the findings cited in the report as well as the Institute's response to the draft report, the Department considers that the matters cited for follow-up are not of a nature or scope that affects the institution's capacity to maintain adherence to the institutional accreditation standards for the period of accreditation. The Department's preliminary recommendation is therefore that New York Career Institute be granted accreditation without conditions for five years with the stipulation that all recommendations be met by May 20, 2013, with a progress report due on that date, on the following matters:

1. Assessment: use of assessment data in strategic planning.
2. Administration: implementation of recommendations regarding the Registrarial function.

Regents Advisory Council Review. As required by Subpart 4-1, the Department transmitted the final compliance review report, including its preliminary recommendation for accreditation action, for consideration by the Regents Advisory Council on Institutional Accreditation. (The Advisory Council is established in §3.12(d) of the *Rules of the Board of Regents* “to review applications for accreditation and renewal of accreditation pursuant to Part 4 of this Title, and such other matters as the department may ask it to review, and make recommendations to the Regents and the commissioner based on its review.”)

On May 27, 2011, the Advisory Council met to consider New York Career Institute’s application and to make a recommendation to the Board of Regents on renewal of its accreditation. In a public meeting, it met with representatives of the New York Career Institute, the chair of the peer review team, and the staff coordinator of the accreditation review. Following presentations by New York Career Institute, the team chair, and the staff coordinator; questions; and discussion, the Advisory Council is making the following recommendation to the Board of Regents on accreditation action:

*Regents Advisory Council Recommendation:* The Advisory Council affirmed the Department’s preliminary recommendation, adding June 30, 2016 as a specific expiration date.

Commissioner’s Review. Neither New York Career Institute nor the Acting Deputy Commissioner of Higher Education appealed the Advisory Council’s recommendation. Therefore, pursuant to Subpart 4-1, the Commissioner adopted the Council’s recommendation as his recommendation to the Board of Regents.

*Commissioner’s Recommendation:* Accredit without conditions for a period of five years, ending on June 30, 2016, with the stipulation that all recommendations in the report be met by May 20, 2013. The Institute is asked to provide a progress report, due May 20, 2013, on the following matters:

1. Assessment: use of assessment data in strategic planning.
2. Administration: implementation of recommendations regarding the Registrarial function.

The attachment to this item sets forth the range of accreditation actions authorized under Subpart 4-1 of the *Rules of the Board of Regents*.

Attachment

**Rules of the Board of Regents**

Subpart 4-1, Voluntary Institutional Accreditation for Title IV Purposes

§4-1.2 Definitions.

As used in the Subpart:

(a) *Accreditation* means the status of public recognition that the Commissioner of Education and the Board of Regents grant to an educational institution that meets the standards and requirements prescribed in this Subpart.

(b) *Accreditation action* means accreditation, accreditation with conditions, probationary accreditation, approval of substantive changes in the scope of accreditation, and denial, revocation, or termination of accreditation.

(c) *Accreditation with conditions* means accreditation that requires the institution to take steps to remedy issues raised in a review for accreditation, and provide reports and/or submit to site visits concerning such issues, provided that such issues do not materially affect the institution's substantial compliance with the standards and requirements for accreditation.

(d) *Adverse action* or *adverse accreditation action* means suspension, withdrawal, denial, revocation, or termination of accreditation or preaccreditation.

(q) *Probationary accreditation* means accreditation for a period of time, not to exceed two years, during which the institution shall come into compliance with standards for accreditation through corrective action.