



Shepherd University: Evidence File

Higher Learning Commission Assurance System, March 2016 Visit

Glossary and Guide to Acronyms

In reading Shepherd's Assurance Argument, you will encounter a number of acronyms for organizations, positions, and standardized tests. Acronyms are explained in their initial appearance in each core component; however, this short guide may be helpful as a quick reference tool.

A-D

AAC&U: American Association of Colleges and Universities

A & H: School of Arts & Humanities

ASC: Academic Support Center

ATF: Assessment Task Force

BADM: Business Administration

BASS: School of Business and Social Sciences

BEACON: Retention Software

BoG: Board of Governors

CAEP: Council for the Accreditation of Educator Preparation (

CAS: Council for the Advancement of Standards

CATF: Contemporary American Theater Festival

CFO: Chief Financial Officer

CCNE: Commission on Collegiate Nursing Education

CLA: College Learning Assessment

CLE: Collaborative Learning Environment

CMS: Content Management System

COAPRT: Council on Accreditation of Parks, Recreation, Tourism and Related Professions

COPLAC: Council of Public Liberal Arts Colleges

CSDA: College Student Development & Administration

CTL: Center for Teaching and Learning and Instructional Resources

DNP: Doctor of Nursing Practice

E-I

EPSCoR: WV Experimental Program to Stimulate Competitive Research

ETS: Educational Testing Service FACS: Family and Consumer Sciences

FASTPASS: Families and Shepherd Together Promoting Academic Success for Students

FERPA: Family Educational Rights and Privacy Act

FOM: Friends of Music

FOSL: Focus on Student Learning FTIC: First Time in College

FYEX: First Year Experience

GSCE: Graduate Studies and Continuing Education

HEPC: Higher Education Policy Commission

HLC: Higher Learning Commission

IPEDS: Integrated Postsecondary Data System

IRB: Institutional Review Board

IT: Information Technology

L-R

LEAP: Liberal Education Americas Promise

LMS: Learning Management System

MAPP: Measure of Academic Progress & Proficiency

MBA: Master of Business Administration

MIR: Mention It for Retention

MSA: Multicultural Student Affairs

NAEP: National Association of Educational Procurement

NASAD: National Association of Schools of Art and Design

NASM: National Association of Schools of Music

NCAA: National Collegiate Athletic Association

NCATE: National Council for Accreditation of Teacher Education

NFLC: New Faculty Learning Community

NSSE: National Survey of Student Engagement

OIR: Office of Institutional Research

OPEB: Other Post Retirement Benefits

OSFA: Office of Student Financial Aid

PASS: Performing Arts Series at Shepherd

PEUC: Professional Education Unit Council

RAMPULSE: Campus Labs events software

RBA: Regents Bachelor of Arts

RIT: Retention Intervention Team

S-Z

SAKAI: Shepherd's Current Learning Management System

SCS/SL: Office of Student Community Services & Service Learning

SNM: School of Natural Sciences and Mathematics

SOEPS: School of Education and Professional Studies

SRI: Student Readiness Inventory

SSS: Student Support Services

SUPRC: Shepherd University Program Review Committee

SURC: Shepherd University Research Corporation

SWOT: Strengths, Weaknesses, Opportunities, Threats

TOC: Technology Oversight Committee

VPA: Vice President for Administration

VPAA: Vice President for Academic Affairs

VPAF: Vice President for Administration and Finance

VPSA: Vice-President for Student Affairs

WEAVE: Assessment Software Program

WVAS: West Virginia Academy of Science

WVBOERN: West Virginia Board of Examiners for Registered Nurses

WVDE: West Virginia Department of Education

WVHEPC: West Virginia Higher Education Policy Commission

GLOSSARY of Accreditation Terms

As you read the self-study report, there may be a few words that require clarification or explanation as to how these words are used within the criteria for accreditation. We hope you find this glossary useful.

Accreditation association or commission – A voluntary, non-governmental system of evaluation used to protect the public interest and to verify the quality of service provided by academic programs and institutions.

Accreditation, institutional – Accreditation that evaluates an entire educational organization and accredits it as a whole.

Accreditation, national – A type of institutional accreditation primarily for religious colleges and universities, private trade and technical schools, private business colleges, and colleges focusing on health-related fields, as well as organizations offering programs primarily through distance delivery and home study.

Accreditation, regional – A type of institutional accreditation provided by seven recognized accrediting commissions of the six regional accrediting associations.

Assurance Argument – A document prepared by an organization that describes the process used to conduct the self-study, evaluates what it learned, and proposes what it intends to do with the knowledge. The report functions as the formal argument that the organization satisfies the Criteria for Accreditation.

Accredited status – Status that indicates that an educational organization meets the Commission's Criteria for Accreditation.

Administrator -- An individual whose current responsibilities focus primarily on the managerial aspects of an educational institution or

program. Depending on the nature of the institution, this definition may encompass designations such as president, provost, chancellor, treasurer, registrar and financial aid officers, etc.

Competencies -- Specialized knowledge, skills and attitudes required for successful performance in a specific occupation. The extent to which a program or institution conforms and adheres to accreditation standards

Comprehensive Review/Visit -- Periodic review of an institution by an accreditation agency, where the agency's decision-making body or its representatives evaluate an institution's conformity to criteria for accreditation. The process typically includes submitting a self-study, undergoing an on-site team evaluation and an accreditation decision being made.

Continued Accreditation -- Accreditation status granted to programs and institutions that continuously demonstrate evidence of their conformity to the standards for accreditation.

Consultant-evaluators -- Members of the Commission's peer review corps who serve in the evaluation processes of the

Core Components -- Subcategories of the Criteria for Accreditation that are reviewed in order to determine whether an organization meets the Criteria.

Criterion -- A characteristic of an institution that must be possessed or demonstrated as evidence of compliance with an accreditation standard.

Criteria for Accreditation -- The framework for determining an organization's accreditation.

Distance Education (Distance Learning) -- A formal education process in which the majority of instruction occurs when student and instructor are separated by place and/or time. Instruction may be synchronous or asynchronous and may employ audio, video or computer technologies.

Enrollment Agreement -- A contract between institution and student that sets for the program in which a student is enrolled fees, expenses and payment plan for the program and requirements of attendance at the institution.

Evaluation Visit Summary Sheet (EVSS) – A document prepared for an educational organization undergoing evaluation that includes basic information about the visit or Evaluators Panel and identifies the team members.

Examples of Evidence – Illustrative examples of the types of evidence an organization might present in addressing a Core Component of a Criterion for Accreditation.

The Higher Learning Commission (HLC) – The commission of the North Central Association of Colleges and Schools that accredits degree-granting higher education organizations.

Information Technology (IT) -- Method or modes of delivering training, education, or research information via current or new telecommunications technologies, such as television broadcasts, closed circuit television systems, cable television, satellite transmissions, computers and computer-based access to external learning resources, videotape and interactive video disc, audio by disc, tapes or broadcasts and other such information and telecommunications systems that alone or in combination assist in teaching and learning.

Initial Accreditation -- Accreditation that has been granted to a program or institution being accredited for the first time.

Operational Indicators – Data on an organization that form the basis of the organization's Annual Report.

Organizational Profile (OP) – Demographic information, program information, student performance data, and information on campus sites and distributed education offerings that take the

place of the Statement of Institutional Scope and Activity. This is sometimes known as an institutional snapshot.

Outcomes -- The information by which an institution measures its effectiveness.

Peer Review Corps – The group of professionals who serve in accreditation processes.

Programmatic (Specialized) Accreditation -- A grant of accreditation for a specific program.

Retention -- A system put in place by an institution which facilitates those students who enter a program complete it.

Satisfactory Academic Progress (SAP) -- The progress of students in their educational program toward successful completion of a program of academic study.

Self-study process – A formal, comprehensive, institution-wide process of self-examination in preparation for a scheduled comprehensive evaluation.

Staff -- The supervisory and non-instructional personnel employed by an institution.

Staff liaison – Commission staff member who serves as resource person for and liaison to an organization.

Substantive Change -- Significant modification, expansion or contraction in the nature or scope of an accredited program or institution including, but not limited to mission, organization, curricular delivery, enrollment, leadership, etc.

Synchronous Instruction -- Synchronous literally means “at the same time”. Instructor and students are able to communicate with each other in “real time”, for example, a classroom setting, through video conferencing or interactive television.

Team report – Report that documents the findings and recommendation of the team that visited an organization on behalf of the Commission.