



# **ARTS Member Annual Reporting and Accreditation Maintenance Requirements**

**May 25, 2015**

## **Section 1: Annual ARTS Member Reporting Requirements:**

As specified in the ARTS Bylaws and Policies and Procedures, membership in the Association shall be based upon the institution maintaining accreditation status. This maintenance is based on the institution satisfying the following requirements.

- 1) Each member institution must subscribe to and profess adherence to the Association's Tenets of Faith.
- 2) Each member must maintain accredited status with the Commission on Accreditation (COA or Commission) as described in the Association's Policies and Procedures and the COA's Standards of Accreditation.
- 3) Each member institution must submit an annual report 60 days prior to the ARTS and COA Annual Meetings (usually held the third Tuesday of October). An overview of the annual report contents are specified in the Association's Policies and Procedures, and outlined in section 2 of this document for clarity.
- 4) Each member must pay annual Association dues and meet all financial obligations related to association expenses, accreditation services, and site review processes.

## **Section 2: Member Institution Annual Reporting Requirements and Contents:**

Documenting satisfaction of these four requirements is done principally through the completion and submission of the institution's annual report. With the exception of Association dues/fees and institutional publications/material, these items must be collated as part of the institution's annual report and shall be submitted as one hard copy to the ARTS office at P.O. Box 1461, Taylors, SC 29687 and electronically to [arts@artseminaries.org](mailto:arts@artseminaries.org). As specified in the Association's Policies and Procedures, these items **must be received 60 days prior to the annual meeting** (usually held the third Tuesday of October) to allow time for distribution to the Executive Director for ARTS COA and COA commissioners.

Specifically, the components of a member institution's annual submission must contain the following, and can be organized in the following sequence:

1. A copy of the institution's letter of reaffirmation of adherence to the Association's Tenets of Faith, as set forth in the Association's Bylaws (Bylaws Article I, section 1.1). This reaffirmation letter must be signed by the institution's chief executive officer and chair of its board of control.
2. Letter of confirmation where and how the COA may obtain the latest copies of the institution's publications, brochures, promotional material, and information about its websites and social media. This letter should indicate that these documents, publications, and information are available to the public and specify how they may be obtained. Ideally, these documents, publications, and information are posted on the institutions website. Do not send these items to ARTS.

3. Institutional report (Bylaws Article I, Section 1.2 & 1.4) containing the following:
  - a. A copy of the institution's own internal annual governing board of directors report;
  - b. A copy of the institution's own internal annual financial report;
  - c. Identification of the institution's designated ARTS board member representative.
  - d. A listing, report, or statement of institutional data highlighting any changes to its programs, degrees, courses, faculty, administration, resources, facilities, capabilities, mission, and objectives/goals/plans. This information is most likely contained in the institution's own internal governing board of directors report, and can be satisfied by the inclusion of a single page referencing where the information can be found.
  - e. A learning effectiveness assessment highlighting the institution's most recent academic year student learning outcomes analysis (or documentation of how they intend to evaluate learning outcomes in the future if they have not done this in the past) and faculty/class surveys and assessments. Again, these are most likely contained in the institution's internal reporting. It is sufficient to include a summary of these assessments, or indicate on the same page as d) above where the information can be found in the institution's own internal reporting mechanism.
  - f. Most importantly, the institution shall include in their annual ARTS report documentation of their continued compliance, noted changes, and areas of continuous improvement regarding adherence to the Association's 11 COA Standards of Accreditation. Documentation of compliance to these standards should be in the form of a brief and concise narrative, comprising no more than 15 total pages.
4. Confirmation that all fees and financial obligations, for the current fiscal year, to the Association and COA have been met (Bylaws Article I, Section 1.3.) This should be in the form of a letter that can be validated by the ARTS treasurer.