

MSCHE Evidence Inventory Template

Requirements of Affiliation

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
1. The institution is authorized or licensed to operate as a postsecondary educational institution and to award postsecondary degrees; it provides written documentation demonstrating both. Authorization or licensure is from an appropriate governmental organization or agency within the Middle States region (Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands), as well as by other agencies as required by each of the jurisdictions, regions, or countries in which the institution operates.	Act 188 of 1982 (as amended through July 1, 2020)
2. The institution is operational, with students actively pursuing its degree programs.	National Center for Education Statistics (NCES): The Integrated Postsecondary Education Data System (IPEDS) Institutional Profile Institutional Research Dashboards
3. For institutions pursuing Candidacy or Initial Accreditation, the institution will graduate at least one class before the evaluation team visit for initial accreditation takes place (Step 7 of the initial accreditation process), unless the institution can demonstrate to the satisfaction of the Commission that the lack of graduates does not compromise its ability to demonstrate appropriate learning outcomes.	Middle States Commission on Higher Education, Statement of Accreditation Status, Commonwealth University of Pennsylvania Institutional Research Dashboards
4. The institution's representatives communicate with the Commission in English, both orally and in writing.	Middle States Commission on Higher Education, Statement of Accreditation Status, Commonwealth University of Pennsylvania Commonwealth University Supplemental Information Report and Institutional Response Commonwealth University Self Study Institute Follow Up Call

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>5. The institution complies with all applicable government (usually Federal and state) policies, regulations, and requirements.</p>	<p>Middle States Commission on Higher Education, Statement of Accreditation Status, Commonwealth University of Pennsylvania Higher Education Act (HEA) Student Consumer Information Web Page Institutional Federal Compliance Report Integration Notification Letters and Substantive Change Reports to Specialized Accreditors NCAA Membership Committee Affirmation Letter BL, LH, & MA 04 29 2022 (3 letters) Chancellor Notification Letter to PDE 07 05 2022 USDE - Commonwealth University 00331500 PPA signed Annual Fire Safety and Security Report Notification to the Campus Community Drug and Alcohol Abuse Prevention Program Biennial Review Drug and Alcohol Abuse Prevention Program Notification Letter to Faculty, Staff, and Student Workers Drug and Alcohol Abuse Prevention Program Notification Letter to Students Equity in Athletics Disclosure Act Report Notification to Students Voter Registration Notification to Students</p>
<p>6. The institution complies with applicable Commission, interregional, and inter-institutional policies. These policies can be viewed on the Commission website, www.msche.org.</p>	<p>Middle States Commission on Higher Education, Statement of Accreditation Status, Commonwealth University of Pennsylvania Commonwealth University Complex Substantive Change Site Visit Team Report Commonwealth University Annual Institutional Update Institutional Federal Compliance Report Higher Education Act (HEA) Student Consumer Information Web Page Student Complaint Procedures Web Page Student Complaint Logs Credit Hour Policy Accreditation Web Page Transfer Credit Policy</p>

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Pennsylvania Transfer Course Equivalency Database - PA TRAC Catalog Undergraduate Catalog Graduate Articulation Agreements and Letters of Agreement Student Exchange MOUs
7. The institution has a statement of mission and goals, approved by its governing body that defines its purpose within the context of higher education.	Commonwealth University Mission, Vision, and Values Commonwealth University Strategic Plan Commonwealth University COT Meeting Notes 08 09 2022 (Mission Approval) Commonwealth University COT Meeting Notes (Strategic Plan Approval)
8. The institution systematically evaluates its educational and other programs and makes public how well and in what ways it is accomplishing its purposes.	Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Council of Trustees Web Site with Members, Minutes and Reports Commonwealth University Mission, Vision, and Values Institutional Dashboard Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Academic, Administrative, Educational, and Support Annual Reports University Curriculum Committee Minutes Accreditation Web Page Higher Education Act (HEA) Student Consumer Information Web Page Town Hall Web Page BOG Policy 1986-04-A: Program Review Program Review Dashboards General Education Assessment Plan, Rubrics, Data, and Reports
9. The institution's student learning programs and opportunities are characterized by rigor, coherence, and appropriate assessment of student achievement throughout the educational offerings, regardless of certificate or degree level or delivery and instructional modality.	PA Department of Education Guidelines BOG Policy 1993-01-A: General Education at State System of Higher Education Universities BOG Policy 1985-01-A: Requirements for Initiation or Change of Credit-Based Academic Programs

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	BOG Policy 1990-06-A: Academic Degrees PASSHE Procedures/Standard Number 2012-13 Academic Degrees PASSHE Expedited New Program Proposal PASSHE Letter of Intent PASSHE New Academic Degree Program Proposal Template PASSHE Notification of New Concentration, Minor, Certificate, and Teacher Certification Catalog Undergraduate Catalog Graduate University Curriculum Committee Bylaws Program Track Sheets and Eight Semester Sequences – Samples BOG Policy 1986-04-A: Program Review Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs General Education Assessment Plan, Rubrics, Data, and Reports
10. Institutional planning integrates goals for academic and institutional effectiveness and improvement, student achievement of educational goals, student learning, and the results of academic and institutional assessments.	Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Commonwealth University Mission, Vision, and Values Commonwealth University Strategic plan Institutional and Divisional Planning Documents Institutional Dashboard Strategic Planning Committee Minutes Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs General Education Assessment Plan, Rubrics, Data, and Reports
11. The institution has documented financial resources, funding base, and plans for financial development, including those from any related entities (including without limitation systems, religious sponsorship, and corporate ownership) adequate to support its educational purposes and programs and to ensure financial stability. The institution demonstrates a record of responsible fiscal management, has a prepared budget for the current year, and undergoes an external financial audit on an annual basis.	Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Financial Risk Assessments Financial Statement Audit Management Discussion and Analysis Management Letters Capital Budget

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Linkage of Planning and Budgeting (e.g., Strategic Resource Matrix)
12. The institution fully discloses its legally constituted governance structure(s) including any related entities (including without limitation systems, religious sponsorship, and corporate ownership). The institution's governing body is responsible for the quality and integrity of the institution and for ensuring that the institution's mission is being carried out.	Act 188 of 1982 (as amended through July 1, 2020) PASSHE Board of Governors (BOG) Bylaws PASSHE Board of Governors (BOG) Policy Web Page PASSHE Board of Governors (BOG) Membership and Biographies Web Page PASSHE Board of Governors (BOG) Agendas and Minutes Web Pages Council of Trustees Bylaws Pennsylvania Association of Councils of Trustees: The Role of the Trustee in Pennsylvania's State System of Higher Education (PACT Handbook) Council of Trustees Web Site with Members, Minutes and Vice President Reports University Senate Constitution and Committee Structure
13. A majority of the institution's governing body's members have no employment, family, ownership, or other personal financial interest in the institution. The governing body adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. The institution's district/system or other chief executive officer shall not serve as the chair of the governing body.	State Adverse Interest Act, P.L. 1017, No. 451 Pennsylvania Public Official and Employee State Ethics Act Commonwealth of Pennsylvania Governor's Office Executive Order: Code of Conduct 1980-18 Amended Executive Order 2015-01 – Executive Branch Employee Gift Ban PASSHE Board of Governors (BOG) Bylaws PASSHE Procedure/Standard Number 2011-08-A: Human Resource Manual of Commonwealth Management Directives and Manuals PASSHE Procedure/Standard Number 2016-22: Management of Conflict of Interest Act BOG Policy 2002-05 Service on Public and Private Boards by Chancellor and Presidents BOG Policy 2012-01: Conflict of Interest Management Directive 505.7, Personnel Rules, Chapter 13 Statement of Financial Interests Form Council of Trustees Bylaws Pennsylvania Association of Councils of Trustees: The Role of

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>the Trustee in Pennsylvania’s State System of Higher Education (PACT Handbook) Statement of Principles of Good Practice: NACAC’s Code of Ethics and Professional Practices NASFAA Statement of Ethical Principles and Code of Conduct</p>
<p>14. The institution and its governing body/bodies will make freely available to the Commission accurate, fair, and complete information on all aspects of the institution and its operations. The governing body/bodies ensure that the institution describes itself in comparable and consistent terms to all of its accrediting and regulatory agencies, communicates any changes in accredited status, and agrees to disclose information (including levels of governing body compensation, if any) required by the Commission to carry out its accrediting responsibilities.</p>	<p>PASSHE Board of Governors (BOG) Bylaws PASSHE Board of Governors (BOG) Policy Web Page PASSHE Board of Governors (BOG) Membership and Biographies Web Page PASSHE Board of Governors (BOG) Agendas and Minutes Web Pages Commonwealth University Supplemental Information Report and Institutional Response Council of Trustees Web Site with Members and Minutes Institutional Federal Compliance Report Catalog Undergraduate Catalog Graduate National Center for Education Statistics (NCES): The Integrated Postsecondary Education Data System (IPEDS) Institutional Profile Accreditation Web Page</p>
<p>15. The institution has a core of faculty (full-time or part-time) and/or other appropriate professionals with sufficient responsibility to the institution to assure the continuity and coherence of the institution’s educational programs.</p>	<p>Act 188 of 1982 (as amended through July 1, 2020) Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Organizational Charts APSCUF CBA APSCUF Coaches CBA SCUPA CBA Position Description Samples Management Planning Document Part IIA - Samples Human Resources Web Site for Employee Handbook Policies, Procedures, and Guidelines Web Page Institutional Research Dashboards University Curriculum Committee (UCC) Bylaws</p>

<u>Requirement of Affiliation</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	University Curriculum Committee (UCC) Minutes

STANDARD I: Mission and Goals

The institution's mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution's stated goals are clearly linked to its mission and specify how the institution fulfills its mission.

<u>Standard I Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>1. Clearly defined mission and goals that:</p> <ul style="list-style-type: none"> a. are developed through appropriate collaborative participation by all who facilitate or are otherwise responsible for institutional development and improvement; b. address external as well as internal contexts and constituencies; c. are approved and supported by the governing body; d. guide faculty, administration, staff, and governing structures in making decisions related to planning, resource allocation, program and curriculum development, and the definition of institutional and educational outcomes; e. include support of scholarly inquiry and creative activity, at all levels and of the type appropriate to the institution; f. are publicized and widely known by the institution's internal stakeholders; g. are periodically evaluated. 	<p>Act 188 of 1982 (as amended through July 1, 2020) Commonwealth University Mission, Vision, and Values CU Strategic Plan Commonwealth University Mission Vision Values Steering Committee Mission Vision and Values Web Page and Announcements Blue Beyond Consulting Summary of Key Activities and Involvement (added-CU SPC April 2023 Meeting Presentation, CU SPC February 2023 Presentation, CU SPC February 2023 Meeting Group Discussion Deck, CU SPC January 2023 Kickoff and Cabinet Meeting Presentation, CU Steering Committee Charge and Plan, CU Steering Committee Charge and Plan) Commonwealth University COT Meeting Notes 08 09 2022 (Mission Approval) Commonwealth University Strategic Plan Strategic Planning Committee Strategic Planning – Blue Beyond Slide Decks (shows data collection methods and consultation) Commonwealth University COT Meeting Notes (Strategic Plan Approval) – COT September 4, 2023 and Senate October 6, 2023 Act 50 BOG Policy 2019-01 Comprehensive Planning Process (CPP) Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Catalog Undergraduate Catalog Graduate General Education Requirements Library Webpage Center for Teaching and Learning Webpage Office of Research and Sponsored Programs Webpage</p>

<u>Standard I Criteria</u>	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Faculty Professional Development Grants Indiana University of PA Research Institute CU Mission – About Tab on Webpage CU Student Handbook (https://www.commonwealthu.edu/student-handbook) HR Webpage Town Hall Web Page (https://www.commonwealthu.edu/cu-town-hall) Strategic Planning Committee Webpage Council of Trustees Web Site with Members, Minutes and Vice President Reports (https://www.bloomu.edu/about/trustees) Strategic Planning Committee Minutes Institutional Effectiveness Plan Climate Survey University Senate Constitution and Committee Structure Meet and Discuss Agendas Management Performance and Appraisal Documents – Template and Example Capital Budget University Curriculum Committee (UCC) Minutes Institutional Dashboard Divisional and Unit Plans and Assessment Reports Program Assessment Review General Education Assessment Report</p>
<p>2. Institutional goals are realistic, appropriate to higher education and consistent with mission.</p>	<p>Commonwealth University Mission, Vision, and Values Act 188 of 1982 (as amended through July 1, 2020) Comprehensive Planning Process Overview Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Mapping of Mission and Vision to Institutional Goals, Institutional Priorities, GE Outcomes, and MSCHE Standards Northeast Implementation Plan 2025 System Priorities and Goals General Education Requirements BOG Policy 1993-01-A: General Education at State System of Higher Education Universities https://www.aacu.org/resources/high-impact-</p>

<u>Standard I Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes) practices</u>
	<p>AAC&U Essential Learning Outcomes Web Page AAC&U High-Impact Practices BOG Policy 2019-01: University Financial Sustainability Policy</p>
<p>3. Institutional goals focus on student learning and related outcomes and on institutional improvement; are supported by administrative, educational, and student support programs and services; and are consistent with institutional mission.</p>	<p>General Education Decision, Rationale, and Requirements BOG Policy 1993-01-A General Education at State System of Higher Education Universities AAC&U High-Impact Practices Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes Climate Survey Results and Presentations Surveys Web Page with NSSE and First Destination Data Commonwealth University Strategic Plan Comprehensive Planning Process Overview Instructions Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Institutional Effectiveness Plan Nuventive Assessment Personnel Plan – <u>Staffing Complement Plan</u> (Complement Report) (Amy L, Tina M) Technology Plans Ed Keller Facilities Master Plan – Renewal Projects Plan and other facilities plans Stacy Operating Budgets State System Capital Project Plan Divisional and Unit Plans and Assessment Reports Foundation Bylaws for each campus (Eric Evans) Student Government BL CGA Articles of Inc Student Government LH SAS Bylaws Student Government MA SGA Bylaws Student Government BL Constitution Student Government MA Constitution Student Government LH SGB Constitution 2021</p>
<p>4. Periodic assessment of mission and goals to ensure that they are relevant and achievable.</p>	<p>Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Council of Trustees Web Site with Members, Minutes and Vice</p>

<u>Standard I Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p> President Reports Town Hall Web Page Institutional Effectiveness Plan Board-Affirmed Metrics Institutional Dashboard Institutional Research Web Page with Dashboards Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Divisional and Unit Plans and Assessment Reports Senate/Forum Agendas 2022-23 University Senate Constitution and Committee Structure General Education Assessment Plan, Rubrics, Data, and Reports Management Performance and Appraisal Documents – Samples Strategic Plan Committee (SPC) Charge and Minutes CU Assessment Council (CUAC) President’s Cabinet Charter and Meeting and Retreat Agendas and Tracker </p>

STANDARD II: Ethics and Integrity

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
1. Commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights.	<p>Commonwealth University Mission, Vision, and Values Strategic Plan Strategic Planning Committee Data on High-Impact Practices (From SIS) APSCUF CBA and specifically Preamble & Articles 2, 3, 4, 39, & 41 APSCUF CBA Coaches Student Handbook Policies, Procedures, and Guidelines Web Page Scholars-at-Risk Website (SAR), https://www.scholarsatrisk.org/sections/sar-united-states/ CU SAR Wide Event https://www.mansfield.edu/sar/ (Mansfield Legacy Info) 1940 Statement of Principles on Academic Freedom and Tenure on the AAUP web page (site has PDF to download) Student Code of Conduct (via Student Handbook) CU Library Web Site Center for Teaching and Learning Webpage Human Resources Web Site for Employee Handbook New Employee Orientation Employee Code of Conduct Town Hall Web Page DEI Trainings required and optional workshops University Senate Constitution and Committee Structure CU Policy PRP 2100 - Policy on Time, Place, and Manner Guidelines for the Exercise of Expressive Activities <u>Expressive Activities Handout (2024)</u> Student Government Leadership Lists from MA,BL,LO CU First Amendment Landing Page Office of Strategic Marketing and Communications –</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Communication Samples of the Triad, messages and announcements from President's, Provost's, and DEI (i.e. email about Professional Development Opportunities)</p> <p>Student Newspaper samples and/or websites from each campus</p> <p>Visual and Performing Arts Shows (announcements)</p> <p>Radio Stations from each campus</p> <p>Social Media Pages from each campus</p> <p>Art Exhibitions at each campus</p> <p>Literary Journal samples from each campus (BL Literary and Art Journal and MA and LO's Prism Arts and Literature Magazine)</p> <p>APSCUF CBA Articles 39 Intellectual Property and 41 Distance Education</p> <p><u>State Owned University Intellectual Property Act, 24 P.S. § 2521</u></p> <p>Act 188 of 1982 (as amended through July 1, 2020)</p> <p>CU Policy – PRP 2910, Patents and Copyrights</p> <p>CU Policy – PRP 2550, Acceptable Use of Technology</p>
<p>2. A climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives.</p>	<p>APSCUF CBA</p> <p>APSCUF CBA Coaches</p> <p>Commonwealth University Mission, Vision, and Values</p> <p>General Education Requirements</p> <p>General Education Assessment Plan, Rubrics, Data, and Reports</p> <p>Student Handbook</p> <p>Student Code of Conduct</p> <p>Human Resources Web Site for Employee Handbook</p> <p>Employee Code of Conduct</p> <p>Human Resources Web Site</p> <p>Student Complaints and Concerns Web Page</p> <p>Policies, Procedures, and Guidelines Web Page</p> <p>CU Policy – PRP 4789 – Harassment and Discrimination Policy</p> <p>CU Policy - PRP 2060 - Americans with Disabilities</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>CU Policy - PRP 4902 - Affirmed Gender Marker Policy CU Policy - PRP 4790 - Sexual Misconduct Policy AFSCME CBA AFSCME Master Memorandum OPEIU CBA POA CBA SCUPA CBA SPFPA MOU Office of Diversity, Equity, and Inclusion Mission, Strategic Plan, Goals, Initiatives, and Assessment Reports Office of Disability Services for Students (ODSS) Web Site Title IX Web Page Center for Global Engagement Web Site, Plans, and Assessment Reports Student/Employee Groups and Initiatives that address Diversity, Equity, and Inclusion Clubs and Organizations Web Pages Institutional Research Dashboards Institutional Dashboard</p>
<p>3. A grievance policy that is documented and disseminated to address complaints or grievances raised by students, faculty, or staff. The institution's policies and procedures are fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably.</p>	<p>Student Complaints and Concerns Web Page Student Handbook Policies, Procedures, and Guidelines Web Page Human Resources Web Site for Employee Handbook Human Resources Web Site PASSHE Student Complaint Process Web Page (https://www.passhe.edu/student-complaints.html) PASSHE Procedure/Standard Number 2016-26: Student Complaint Process Student Complaint Log New Employee and New Student Orientation DEI Materials The Higher Education Opportunity Act (Public Law 110-315) 2018 Title IV - Financial Aid Higher Education Act (HEA) Student Consumer Information Web Page</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>CU State Authorization Reciprocity Agreement (SARA) site, https://www.bloomu.edu/state-authorization</p> <p>CU Policy PRP 3592 - Academic Grievance Policy</p> <p>CU Policy PRP 3512– Academic Integrity</p> <p>CU Policy PRP 4862 - Student Non-Academic Grievance Procedures</p> <p>CARE Reporting Form – description of team on Dean of Students Website too</p> <p>APSCUF CBA Article 5 Grievances</p> <p>APSCUF Coaches CBA Article 5 Grievances</p> <p>AFSCME CBA Articles 37 & 38 Grievances and Arbitration</p> <p>AFSCME Master Memorandum Articles 37 & 38 Grievances and Arbitration</p> <p>SCUPA CBA Article 13, Grievance and Arbitration</p> <p>POA CBA Article 37, Grievances and Arbitration</p> <p>SPFPA MOU Recommendation 38 and 39, Grievances and Arbitration</p>
<p>4. The avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents.</p>	<p>Commonwealth Procurement Code Act 57 of 1998</p> <p>BOG Policy 2012-01: Conflict of Interest</p> <p>PASSHE Procedure/Standard Number 2016-22: Management of Conflict of Interest Act</p> <p>CU Policy – PRP 2751 – Conflict of Interest Policies, Procedures, and Guidelines Web Page</p> <p>APSCUF CBA</p> <p>APSCUF CBA Coaches</p> <p>AFSCME CBA</p> <p>AFSCME Master Memorandum</p> <p>OPEIU CBA</p> <p>POA CBA</p> <p>SCUPA CBA</p> <p>SPFPA MOU</p> <p>Human Resources Web Site for Employee Handbook</p> <p>Employee Code of Conduct</p> <p>State Adverse Interest Act, P.L. 1017, No. 451</p> <p>Pennsylvania Public Official and Employee State Ethics Act</p> <p>PASSHE Board of Governors (BOG) Bylaws</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Pennsylvania Association of Councils of Trustees: The Role of the Trustee in Pennsylvania’s State System of Higher Education (COT Handbook)</p> <p>Management Directive 505.7, Personnel Rules, Chapter 13</p> <p>BOG Policy 2012-01: Conflict of Interest Management of Financial Conflict of Interest, State System Procedure/Standard Number 2016-22</p> <p>Statement of Financial Interests Form</p> <p>Statement of Principles of Good Practice: NACAC’s Code of Ethics and Professional Practices</p> <p>NASFAA Statement of Ethical Principles and Code of Conduct</p> <p>Internal Control Procedures for the Bursar’s Office</p> <p>Commonwealth Procurement Code, Act 57 of 1998</p> <p>BOG Policy 2010-01-A: Expenditures of Public Funds</p> <p>BOG Policy 1998-04-A: Procurement of Goods, Services, Supplies, and Construction</p> <p>Fraud, Waste, and Abuse Hotline – EthicsPoint</p> <p>PASSHE Procurement Webpage</p> <p>CU Procurement Webpage</p>
<p>5. Fair and impartial practices in the hiring, evaluation, promotion, discipline and separation of employees.</p>	<p>PASSHE Policy, Procedures, and Standards Web Page</p> <p>CU Policies, Procedures, and Guidelines Web Page</p> <p>APSCUF CBA</p> <p>APSCUF Coaches CBA</p> <p>AFSCME CBA</p> <p>AFSCME Master Memorandum</p> <p>OPEIU CBA</p> <p>POA CBA</p> <p>SCUPA CBA</p> <p>SPFPA MOU</p> <p>Faculty and Staff Search Procedures</p> <p>Human Resources Web Site</p> <p>Office of Diversity, Equity and Inclusion Web Page</p> <p>EEO Statement on the Human Resources Home Page</p> <p>Appointment Letter - Samples</p> <p>Tenure Policy and Procedures</p> <p>Faculty Promotion Policy and Procedures</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	PASSHE Management Performance Evaluation and Development Form – Part IIA PASSHE Management Performance Evaluation and Development Form BOG Policy 1984-14-A: Terms and Conditions of Employment of Senior Policy Executives Management Directive 505.7, Personnel Rules BOG Policy 1983-01-A: Merit Principles PASSHE Non-represented Employee Performance and Reward Manual Strategic Plan Student Course Evaluation Instrument
6. Honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications.	Statement of Principles of Good Practice: NACAC’s Code of Ethics and Professional Practices American Marketing Association (AMA) Statement of Ethics CASE <i>Principles of Practice for Communications and Marketing Professionals at Educational Institutions</i> StratComm Brand Identity/Style Guide Marketing Plan Strategic Communication Plan Stratetic Communication and Marketing Web Site StratComm SharePoint StratComm Policies and Procedures Higher Education Act (HEA) Student Consumer Information Web Page Policies, Procedures, and Guidelines Web Page PRP 0101 - Policies, Rules, And Procedures (PRPs) Issuing Procedures PRP 0-01 – Policy on Policies Public Safety Web Site Annual Security Report (includes Clery Act Requirements)
7. As appropriate to mission, services or programs in place: <ol style="list-style-type: none"> a. to promote affordability and accessibility, and; b. to enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt. 	Act 188 of 1982 (as amended through July 1, 2020) Commonwealth University Mission, Vision, and Values Dual Enrollment/Early College Agreements CU Early College Website Transfer Articulation and Letters of Agreement Information and Samples (TAOC)

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Pennsylvania Transfer Course Equivalency Database - PA TRAC</p> <p>Innovative Zoom weConnect LMS/Brightspace Admissions Web Site Admissions Visit Options/Recruitment Activities Institutional Research Dashboards Second Chance Pell Experimental Sites Initiatives (SCP ESI)</p> <p>Student Success Center and affiliated Programs Reports and Web Pages (TRiO, Act101, Disability Services, DEI) Academic Success Programs for underprepared students: Jump Start, Academic Success, PEAK CU Disability Services Website PASSHE “Chancellor Goals and 2025 System Priorities” 8.4.22, “Expand student affordability and grow” pdf PASSHE Press Release on Tuition Freeze [Link] https://www.passhe.edu/news/releases/2023-7-20-passhe-freezes-tuition-again.html</p> <p>Affordability Brochure Show FY 2022-23 15% increase in Appropriations from State System – 2022 President’s Report: The Power of Three page 22 or Press Release 7/13/22 from The Daily Pennsylvanian “Pennsylvania State Universities Receive a Historic 15% Increase in Funding”</p> <p>CU Merit-Based Institutional Aid Strategies RNL Studies Federal Student Aid 23-24 Pell Eligibility Changes (US Dept of Ed Press Release) Additional Need Based Aid Strategy – Impact Awards MA – “Good Neighbor” Tuition Policy New Band Scholarship CU Press Release, STEM Grant 2.5M/CU THRIVE – 10/12/23, https://www.commonwealthu.edu/news/commonwealth-university-awarded-25-million-nsf-grant-provide-scholarships Foundation Bylaws for each campus Scholarship Trend Data</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Board-Affirmed Metrics Higher Education Act (HEA) Student Consumer Information Web Page Cost, Scholarships and Aid Web Site *CU Cost Estimator *Cost and Tuition Charts – UG and GR *FAFSA Simplified *Grants, Loans, Additional Scholarships *Financial Aid Virtual Assistant *Print/Web-based brochures – Campus Visitor Financial Aid Guide Slate Financial Aid Email Samples – Prospective Students Financial Literacy Initiatives *Admissions Live Workshops *Orientation – Financial Literacy Sessions *FYS – Financial literacy component in course (i.e. maybe a syllabus for evidence?) *In-Person FAFSA Fridays Initiatives/assessments to promote access and success for special populations</p>
<p>8. Compliance with all applicable federal, state, and Commission reporting policies, regulations, and requirements to include reporting regarding:</p> <ol style="list-style-type: none"> a. The full disclosure of information on institution-wide assessments, graduation, retention, certification and licensure or licensing board pass rates; b. The institution's compliance with the Commission's Requirements of Affiliation; c. Substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion; d. The institution's compliance with the Commission's policies. 	<p>Institutional Federal Compliance Report Higher Education Act (HEA) Student Consumer Information Web Page PA Right-to-Know Law National Center for Education Statistics (NCES): The Integrated Postsecondary Education Data System (IPEDS) Institutional Profile BOG Policy 1988-03-A Data Collection and Reporting PASSHE ADCP Schedule Institutional Research and Program Review Dashboards Accreditation Web Page Complex Substantive Change Request, Supplemental Information Report, Team Visit, and Institutional Response</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
<p>9. Periodic assessment of ethics and integrity as evidenced in institutional policies, processes, practices, and the manner in which these are implemented.</p>	<p>Board-Affirmed Metrics Institutional Research Web Page with Dashboards – KPI and DEI Dashboards specifically IR Dashboard User Guide</p> <p>CU Strategic Plan Strategic Planning Committee Institutional Research Web Site Surveys Web Page with NSSE and First Destination Data Climate Survey Results and Presentations Marketing and Communications Plans and Assessments Annual Foundation Reports Optimal College Town Assessment Tool Office of Diversity, Equity, and Inclusion Mission, Strategic Plan, Goals, Initiatives, and Assessment Reports Academic, Administrative, Educational, and Support Annual Reports Policies, Procedures, and Guidelines Web Page PRP 0101 - Policies, Rules, And Procedures (PRPs) Issuing Procedures Senate/Forum Agendas 2022-23 University Senate Constitution and Committee Structure CU Assessment Council President’s Cabinet Charter and Meeting and Retreat Agendas and Tracker TAC AASCU Institutional Transformation Assessment Transformation Accelerator Cohort (Town Hall 2/28/23 Slide 8 and Integration Insights or website listing CU as participant) LH Multicultural Center Establishment – Press Release and Website Student Worker Committee and Task Forces Student Experience Task Force JobX Student Complaint Log – Maxient software Student Complaints and Grievances Web Page Strategic Communications Assessment</p>

Standard II Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	Ferrilli – OneSIS Banner Cleanup Banner – Degree Works Issue Log Institutional Effectiveness Plan RNL Studies

STANDARD III: Design and Delivery of the Student Learning Experience

An institution provides students with learning experiences that are characterized by rigor and coherence of all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.

Standard III Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
<p>1. Certificate, undergraduate, graduate and/or professional programs leading to a degree or other recognized higher education credential, designed to foster a coherent student learning experience and to promote synthesis of learning.</p>	<p>Commonwealth University Mission, Vision, Values PASSHE Board of Governors (BOG) Policy Web Page PA Department of Education Guidelines Policies, Procedures, and Guidelines Web Page General Education Requirements First-Year Experience SLOs, Programs, Plans, and Assessments Data on High-Impact Practices (From SIS) AAC&U High-Impact Practices Academic and Academic Support Assessment Reports Academic Program Index – Program List BOG Policy 1990-06-A: Academic Degrees BOG Policy 1993-01-A: General Education at State System of Higher Education Universities University Curriculum Committee Bylaws, Procedures, Forms, and Minutes APSCUF CBA Side Letter Article 31E Curriculum Committee Accreditation Web Page General Education Council (GEC) Minutes and Web Site General Education Assessment Plan, Rubrics, Data, and Reports GE Handbook/Guide for Faculty NSSE Survey Data BOG Policy 1985-01-A: Requirements for Initiation or Change of Credit-Based Academic Programs BOG Policy 1986-04-A: Program Review PASSHE Procedures/Standard Number 2012-13 Academic Degrees PASSHE Expedited New Program Proposal PASSHE Letter of Intent</p>

Standard III Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	PASSHE New Academic Degree Program Proposal PASSHE Notification of New Concentration, Minor, Certificate, and Teacher Certification PASSHE New Academic Degree Program Proposal Evaluation Form Commonwealth University Curriculum SharePoint Site Screenshot Courserdog Screenshot Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Program Review Dashboards Nuventive Assessment Reports
<p>2. Student learning experiences that are:</p> <ul style="list-style-type: none"> a. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are rigorous and effective in teaching, assessment of student learning, scholarly inquiry, and service, as appropriate to the institution's mission, goals, and policies; b. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are qualified for the positions they hold and the work they do; c. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are sufficient in number; d. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are provided with and utilize sufficient opportunities, resources, and support for professional growth and innovation; e. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are reviewed regularly and equitably based on written, disseminated, clear, and fair criteria, expectations, policies, and procedures. 	APSCUF CBA Articles 6, 11, 12, 14, 15, 16 APSCUF CBA Interim Side Letters for Articles 6, 12, 15, 16, 29, and 34 Faculty Search Procedures Manual Job Posting Web Page Employment Action Forms Position Control Forms Faculty Promotion Policy and Procedures Tenure Policy and Procedures Student Course Evaluation Instrument and Aggregate Results The Integrated Postsecondary Education Data System (IPEDS) Institutional Profile New Faculty Orientation Program Blue Beyond Consulting Summary of Key Activities and Involvement Sabbatical Leave Policy Alternative Workload Leave Application Guidelines Faculty Research Faculty Professional Development Committees/Grants/Programs University Faculty Awards PASSHE Faculty Professional Development Committee Annual Grants Program Web Page Blue Beyond Consulting Summary of Key Activities and Involvement

Standard III Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	Center for Teaching and Learning Webpage Commonwealth Academic Technology Services Webpage Brightspace: CU Faculty Training Space CU Office of Research and Sponsored Program webpage Indiana University of PA Research Institute CU Awarded 2.5MIL NSF Grant-News/Press Release 10/12/23 LMS /Brightspace Team Institutional Dashboard
3. Academic programs of study that are clearly and accurately described in official publications of the institution in a way that students are able to understand and follow degree and program requirements and expected time to completion.	Academic Program Web Pages Program Track Sheets and Eight Semester Sequences - Samples General Education Requirements Web Site General Education Course Lists Catalog Undergraduate Catalog Graduate SIS Academic Record, Degree Audit, and Transcript - Samples Registration and Advising communication to Faculty and Students MyCommonwealthu homepage Degree Maps webpage and sample Degree Map for Program Degree Works Sample of Student Progress CU Succeed (list of “Services” and maybe screenshot of scheduling capabilities) Brightspace – screen shot of tools or sample faculty page Banner (screen shot of Self Services showing faculty/staff capabilities) Average Credits at Completion
4. Sufficient learning opportunities and resources to support both the institution's programs of study and students' academic progress.	Admissions Web Site Accepted Students Communications New Student and Transfer Orientation Programs Welcome Week First-Year Experience Programs FYS Sample Syllabus

Standard III Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Student Success Center and affiliated Programs Reports and Web Pages (Early Start and PASS; TRiO, Act101, Disability Services, DEI)</p> <p>Academic Success Programs for underprepared students: Jump Start, Academic Success, PEAK</p> <p>Learning Community Proposal and Design Model</p> <p>GE <i>Foundations</i> Curriculum</p> <p>National Resource Center for The First-Year Experience and Students in Transition: University of South Carolina Homepage</p> <p>Washington Center for Improving Undergraduate Education Webpage</p> <p>Freshman/First Year Interest Groups Pilot Plan</p> <p>Professional Preparation and Experience Web Site for Professional U</p> <p>Honors College Overview</p> <p>Belize Trip News Releases</p> <p>PASSHE Procedures Standard Number 2012-13 Academic Degrees</p> <p>Surveys Web Page with NSSE and First Destination Data Institutional Dashboard (HIPs tab especially)</p> <p>Center for Global Engagement Plans and Reports</p> <p>Study Abroad webpage (if one exists) – if not, then some press releases on Belize?</p> <p>CU URSCA Webpage</p> <p>Event or News Announcements for: COST Research Day, Honors College Receptions, LO Celebration of Scholarship</p> <p>Athletics Teams by campus</p> <p>Student Activities Plans and Reports</p> <p>Club Advisor List</p> <p>CU Library Webpage</p>
<p>5. At institutions that offer undergraduate education: A general education program, free standing or integrated into academic disciplines, that:</p> <p>a. offers a sufficient scope to draw students into new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgments outside as well as within their academic</p>	<p>General Education Requirements</p> <p>BOG Policy 1993-01-A: General Education at State System of Higher Education Universities</p> <p>AAC&U Essential Learning Outcomes Web Page</p> <p>General Education Course List</p>

Standard III Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
<p>field;</p> <p>b. offers a curriculum designed so that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy. Consistent with mission, the general education program also includes the study of values, ethics, and diverse perspectives;</p> <p>c. In non-US institutions that do not include general education, provides evidence that students can demonstrate general education skills.</p>	<p>General Education Council General Education Handbook General Education Assessment Plan, Rubrics, Data, and Reports First-Year Experience Programs; First Year Seminars University Curriculum Committee Procedures</p>
<p>6. In institutions that offer graduate and professional education, opportunities for the development of research, scholarship, and independent thinking, provided by faculty and/or other professionals with credentials appropriate to graduate-level curricula.</p>	<p>Catalog Graduate BOG Policy 1990-06-A: Academic Degrees PASSHE Procedures/Standard Number 2012-13 Academic Degrees Graduate Student Experiential Learning & Research Data Graduate Assistant Positions Webpage Guidelines for hiring graduate faculty</p>
<p>7. Adequate and appropriate institutional review and approval on any student learning opportunities designed, delivered, or assessed by third party providers.</p>	<p>N/A</p>
<p>8. Periodic assessment of the programs providing student learning opportunities.</p>	<p>Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes General Education Council, Assessment Plan, Rubrics, Data, SharePoint, and Reports BOG Policy 1986-04-A: Program Review Program Review Dashboards Program Assessment Web Page With Workshop Materials Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Academic Program Assessment Committee and Reports Nuventive Assessment Platform Qualtrics Data Submission Form Administrative, Educational, and Student Support Assessment Committee LIBQual Assessment Tool</p>

STANDARD IV: Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>1. Clearly stated, ethical policies and processes to admit, retain, and facilitate the success of students whose interests, abilities, experiences, and goals provide a reasonable expectation for success and are compatible with institutional mission, including:</p> <ol style="list-style-type: none"> a. accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds; b. a process by which students who are not adequately prepared for the study at the level for which they have been admitted are identified, placed, and supported in attaining appropriate educational goals; c. orientation, advisement, and counseling programs to enhance retention and guide students throughout their educational experience; d. processes designed to enhance the successful achievement of students' educational goals including certificate and degree completion, transfer to other institutions, and post-completion placement 	<p>Commonwealth University Strategic Plan Commonwealth University Mission, Vision, and Values Student Handbook [TD – CU Student Services Handbook; CU Student Code of Conduct webpage, PDF; Guide to Campus Living Mansfield, Lock Haven, Bloom <i>documents will need to be updated when new versions drop for the year(s)</i> Catalog Undergraduate Catalog Graduate MyCommonwealthu homepage Admissions Web Site [TD – Not in Sharepoint; Link to CU admissions page] Undergraduate Admissions Policy and Web Page Transfer Student Admissions Policy and Web Page <i>(GR - https://www.commonwealthu.edu/cu-admissions) (GR - https://www.bloomu.edu/prp-3333-undergraduate-degree-and-non-degree-admissions-policy)</i> Graduate Admissions Policy and Web Page <i>(GR - https://www.bloomu.edu/prp-3463-graduate-admissions-withdrawal-course-repeat-transfers-and-graduation-requirements)</i> Early College Program webpage [TD – Not in Sharepoint; not on original list; link] Slate CRM - Admissions Data Overview - Slate.org RNL Studies RHB Overview rhb.com Annual Marketing and Recruitment Plan 2023-24</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>Traditional Recruiting Strategies Calendar/Agendas PASSHE “Chancellor Goals and 2025 System Priorities” 8.4.22, “Expand student affordability and grow” pdf BOG Minutes 4-3-2019, Rescission of Policy 1996-01-A: Sources of Funding for University Scholarships PASSHE Press Release on Tuition Freeze[TD – Not on SharePoint Link] https://www.passhe.edu/news/releases/2023-7-20-passhe-freezes-tuition-again.html</p> <p>RNL Pricing Studies National Center for Education Statistics (NCES): The Integrated Postsecondary Education Data System (IPEDS) Institutional Profile Cost, Scholarships and Aid Web Site *Community College Partner Scholarships Chart *CU Cost Estimator *Cost and Tuition Charts – UG and GR *Refund Policy *FAFSA Simplified *Grants, Loans, Additional Scholarships *FERPA Release Form *JobX *Financial Aid Virtual Assistant *Print/Web-based brochures *In-Person FAFSA Fridays (GR- https://www.commonwealthu.edu/cost-scholarships-aid) Financial Literacy Initiatives – (JH - Loan Counseling from Financial Aid Office webpages) Higher Education Act (HEA) Student Consumer Information Web Page CU Student Accounts/Billing Office Web Site [TD - Not on SharePoint; Student Accounts Websites Mansfield, Lock Haven, Bloomsburg] CampusLogic (financial aid software) Overview</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>*StudentForms Platform</p> <p>*Campus Communicator Platform</p> <p>*Sample Award Letter</p> <p>*Sample Debt Letter</p> <p>Student Success Center and affiliated Programs Reports and Web Pages (GR – Success Center Websites, Reports from Emmy Borst)</p> <p>Role of Student Success Specialists</p> <p>Academic Success Programs for underprepared students (GR – Jump Start, ASP, Mounties Climb, Act 101 EOP – Emmy Borst, Judy Brayer, Orlando Kittrel)</p> <p>TRIO SSS Web Site [TD – not in SharePoint; Mansfield TRiO; Lock Haven TRiO; Bloomsburg TRiO]</p> <p>UG Admissions Application – showing academic indicators (SAT score, GPA)</p> <p>Placement Assessments and Processes (e.g., math, writing) - (JH – Testing Center website - See Placement Testing Procedures and Policies section); ALEKS system; Preparation and Learning Module</p> <p>Pennsylvania Act 101/Higher Education Equal Opportunity Program (EOP) Webpage</p> <p>First-Year Experience Programs (GR – Learning Communities, First Year)</p> <p>New Student Orientation Programs (GR – Orientation Program schedules exist – need to get them from Student Success)</p> <p>Welcome Week (GR – Shared between Student Involvement and Orientation, Welcome Week Schedules exist)</p> <p>General Education Assessment Plan, Rubrics, Data, and Reports</p> <p>University Curriculum Committee Bylaws, Procedures, Forms, and Minutes; Screenshot of Sharepoint</p> <p>Coursedog Screenshot</p> <p>Tutoring and Learning Center websites – each campus</p> <p>Faculty Advising and Registration Clearance</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>Advising Task Force</p> <p>MyCommonwealth homepage (with landing pages for Banner, DegreeWorks, CU Succeed)</p> <p>CU Succeed (list of “Services” and maybe screenshot of scheduling capabilities)</p> <p>*Registrar’s Email Communication - Advising communication to Faculty and Students</p> <p>* Notification to Student/Advisor on Academic Status, grades</p> <p>Degree Works Sample of Student Progress</p> <p>Banner Screenshots – Faculty and Student advisement/registration; communications on training in Banner for advising and registering</p> <p>Program Track Sheets and Eight Semester Sequences – Samples</p> <p>On advising SharePoint – some not available publicly yet</p> <p>APSCUF CBA Article 23 Office Hours</p> <p>APSCUF Article 31, Section G – Academic Advising and Student Scheduling</p> <p>Early Alert Information and Reports (GR – Transitioned to CU Succeed – Need reports from student success)</p> <p>Mid Semester Grade Notification</p> <p>Suspension and Probation Policy – (GR - Exists in interim policies)</p> <p>Student Services and Academic Services Homepages</p> <p>Office of Disability Services for Students (ODSS) Web Site</p> <p>Counseling Centers Websites (by campus currently)</p> <p>Residence Life Websites (by campus currently)</p> <p>Dean of Students Website</p> <p>CARE Reporting Form – description of team on Dean of Students Website too</p> <p>Student Handbook Site/Index</p> <p>Student Complaints and Concerns Site</p> <p>DEI Website – still in progress 2/29 (DEI mentioned in Student Handook)</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>Alumni and Professional Engagement Websites (by campus currently)</p> <ul style="list-style-type: none"> *Handshake and Focus 2 overviews *Professional U Site <p>Institutional Dashboard</p> <p>Institutional Research Dashboards [TD – Not in Sharepoint; Institutional Research Webpage (CU information, housed on Bloom website); Program Assessment Webpage]</p> <p>Surveys Web Page with NSSE and First Destination Data - OIE</p> <p>Learning Community Proposal and Design Model</p>
<p>2. Policies and procedures regarding evaluation and acceptance of transfer credits, and credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches.</p>	<p>New Student Transfer Enrollment</p> <p>Transfer Student Enrollment Demographics</p> <p>National Association of System Heads (NASHE) Transfer in Action Plan</p> <p>Transfer Credit Policy (includes prior learning)</p> <p>Transfer Students Webpage: https://www.commonwealthu.edu/transfer</p> <p>Transfer Articulation and Letters of Agreement Information and Samples (TAOC)</p> <p>Credit by Exam Information - CLEP, Grade by Exam – Academic Depts.</p> <p>Non-catalog Course Equivalency (e.g., ACE) (Course Equivalency Tool – needs to be updated)</p> <p>BOG Policy 1999-01-A: The Student Transfer Policy and Pennsylvania Statewide Transfer and Articulation</p> <p>BOG Policy 1991-03-A: Visiting Student Program\</p> <p>Visiting Student Application Forms for Undergraduate and Graduate Status</p> <p>Pennsylvania Transfer Course Equivalency Database - PA TRAC</p> <p>Commonwealth University Testing Center website – to date, BL is the only campus with a website</p> <p>Prior Learning Assessment</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Credit for Prior Learning (CPL) Policy <u>Council on Adult and Experiential Learning (CAEL) standards</u> MAC-RB Program Website
3. Policies and procedures for the safe and secure maintenance and appropriate release of student information and records.	Senate – PRP 2200 – Records Management Policy for Historic University Records Senate – PRP 2510 – Information Security Policy Family Educational Rights & Privacy Act (FERPA) Information and Forms (Registrar’s Office), www.bloomu.edu/ferpa *Request for Non-Disclosure of Directory Information”, Microsoft Word - FERPA Request not to release Directory Information.doc (bloomu.edu) Senate – PRP 2505 – Right-to-Know Policy Catalog Undergraduate Catalog Graduate (<i>GR - Not clear where these are post integration</i>) Student Handbook [TD – CU Student Services Handbook ; CU Student Code of Conduct webpage , PDF ; Guide to Campus Living Mansfield , Lock Haven , Bloom documents will need to be updated when new versions drop for the year(s) MyCOMMONWEALTHU homepage: https://www.commonwealthu.edu/my-commonwealthu Athletics Release of Information Consent Form Signed HIPAA and NCAA waivers Student Handbook, Code of Conduct Section – Disclosure of Disciplinary Records, https://www.commonwealthu.edu/student-handbook/code-of-conduct

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>4. If offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs.</p>	<p>Auxiliary Websites and Bylaws for each campus: CGA (BL), SAS, Inc, (LO) and CCSI (MA) Honeysuckle Student Holdings, Inc. Student Involvement Websites from each campus Student Org and Activities Webpage for each campus/site Programming Boards Webpages: Bloomsburg Programming Board webpage; Haven Activities Council (HAC) and Clearfield Activities Board*; Mansfield Activities Council and Health Science Student Government Association (Sayre campus)*; Residence Life Websites (by campus currently) Guide to Campus Living (by campus) Mansfield, Lock Haven, Bloom Residence Life Year End Reports NCAA Division II Directory Athletic Websites for each campus Collegiate Sprint Football League - https://sprintfootball.com/ Student-Athlete Handbook for each campus Student Handbook – reference to Intercollegiate Athletics https://www.commonwealthu.edu/student-handbook/intercollegiate-athletics Student Athlete Required Signature Forms Department of Athletics’ Title IX Gender Equity Plan Club Creation Process on each campus’s Student Org Site Campus Recreation Center Websites for each location Fraternity & Sorority Life Information [TD – Lock Haven & Mansfield webpages] Anti-Hazing Policy [TD - CU Student Conduct Webpage Links here; <i>policy is written for Bloomsburg</i>] Hazing Reports now merged as CU – within the Student Handbook Inter-fraternity Council and Panhellenic Council org descriptions from the student org sites</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>5. If applicable, adequate and appropriate institutional review and approval of student support services, designed, delivered, or assessed by third-party providers.</p>	<p>BOG Policy 1998-04-A: Procurement of Goods, Services, Supplies, and Construction BOG Policy 2010-01-A: Expenditures of Public Funds Commonwealth Procurement Code Act 57 of 1998 Procurement Web Site Aramark Dining Surveys and Results – description of what Aramark provides (i.e. Dining Services Website) Description of what services YMCA does for Clearfield Students Description of Guthrie and UPMC services for MA and LO students (i.e. Campus Clinic Websites) Description of what Apogee Telecom, Inc provides for LO students (i.e. Res Hall Technology Page) Description of what CONCERN Inc provides for students Description of what TapLine Inc provides for BL students (i.e. Emergency Info website) Residence Life Surveys and Results</p>
<p>6. Periodic assessment of the effectiveness of programs supporting the student experience.</p>	<p>Nuventive Assessment Tool Surveys Web Page with NSSE and First Destination Data Academic, Administrative, Educational, and Support Annual Reports related to the student experience Grad Survey, Learning Centers scheduling (Academic Coaches, Tutors, Supplemental instruction), Surveys from departments (Act 101, Student Success) Student Athlete Evaluation, ACT 101 report and Audit to/from PHEAA Catalog Undergraduate Catalog Graduate Policies, Procedures, and Guidelines Web Page (under development – look to Senate page policy links) Student Handbook – Student Complaints and Concerns</p>

<u>Standard IV Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>Section</p> <p>Student Complaint Log (Maxient Software)</p> <p>CARE Reporting Form – description of team on Dean of Students Website too</p> <p>CU Succeed: Screenshot of Absence Memo and Extended Medical Illness</p> <p>Climate Survey Results and Presentations</p> <p>Quality of Life Survey</p> <p>National Association of Colleges and Employers (NACE) – First Destination Survey Framework</p> <p>Office of Diversity, Equity, and Inclusion Mission, Strategic Plan, Goals, Initiatives, and Assessment Reports</p>

STANDARD V: Educational Effectiveness Assessment

Assessment of student learning demonstrates that the institution’s students have accomplished educational goals consistent with their programs of study, degree level, the institution’s mission, and appropriate expectations for institutions of higher education.

Standard V Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
<p>1. Clearly stated student learning outcomes, at the institution and degree/program levels, which are interrelated with one another, with relevant educational experiences, and with the institution’s mission.</p>	<p>University Curriculum Committee (UCC) Bylaws, Procedures, and Minutes University Curriculum Committee Templates General Education Assessment Plan, Rubrics, Data, and Reports General Education Course List General Education Handbook Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes Academic Program Assessment Committee Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Commonwealth University Mission, Vision, and Values Strategic Plan Committee (SPC) Charge and Minutes AAC&U Essential Learning Outcomes Web Page AAC&U High-Impact Practices Nuventive Institutional Dashboard</p>
<p>2. Organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals. Institutions should:</p> <ol style="list-style-type: none"> a. define meaningful curricular goals with defensible standards for evaluating whether students are achieving those goals; b. articulate how they prepare students in a manner consistent with their missions for successful careers, meaningful lives, and, where appropriate, further education. They should collect and provide data on the extent to which they are meeting these goals; c. support and sustain assessment of student achievement and communicate the results of this assessment to stakeholders. 	<p>Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs AAC&U Essential Learning Outcomes Web Page AAC&U High-Impact Practices General Education Assessment Plan, Rubrics, Data, and Reports General Education Committee CU General Education Website University Curriculum Committee Minutes Assessment & Accreditation FIT Program Assessment Review in Transition User Guide,</p>

Standard V Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	<p>Templates, and Reports which include Program SLOs Academic and Academic Support Assessment Reports IR Program Assessment Website Program Review Dashboards Academic Program Assessment Committee Faculty Liaison for Assessment PAR – Nuventive User Guide (found on IR Program Assessment Website) University Curriculum Committee Minutes BOG Policy 1986-04-A: Program Review Policy and Procedures OIE Website Institutional Dashboard</p>
<p>3. Consideration and use of assessment results for the improvement of educational effectiveness. Consistent with the institution’s mission, such uses include some combination of the following:</p> <ul style="list-style-type: none"> a. assisting students in improving their learning; b. improving pedagogy and curriculum; c. reviewing and revising academic programs and support services; d. planning, conducting, and supporting a range of professional development activities; e. planning and budgeting for the provision of academic programs and services; f. informing appropriate constituents about the institution and its programs; g. improving key indicators of student success, such as retention, graduation, transfer, and placement rates; *and, h. implementing other processes and procedures designed to improve educational programs and services. *required 	<p>Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Legacy Program Annual Reports and Program Reviews Program Review Dashboards</p>
<p>4. If applicable, adequate and appropriate institutional review and approval of assessment services designed, delivered, or assessed by third party providers.</p>	<p>N/A</p>
<p>5. Periodic evaluation of the assessment processes utilized by the institution for the improvement of educational effectiveness.</p>	<p>Legacy Program Annual Reports and Program Reviews Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Faculty Liaison for Assessment General Education Assessment Plan, Rubrics, Data, and Reports</p>

Standard V Criteria	Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)
	Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes Academic Program Assessment Committees Academic and Academic Support Assessment Reports Nuventive Brightspace LMS – Professional/Faculty Development Trainings

STANDARD VI: Planning, Resources, and Institutional Improvement

The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>1. Institutional objectives, both institution-wide and for individual units, that are clearly stated, assessed appropriately, linked to mission and goal achievement, reflect conclusions drawn from assessment results, and are used for planning and resource allocation.</p>	<p>Commonwealth University Mission, Vision, and Values Northeast Implementation Plan Institutional Effectiveness Plan Linkage of Planning and Budgeting (e.g., Strategic Resource Matrix) Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Mapping of Mission and Vision to Institutional Goals, Institutional Priorities, GE Outcomes, and MSCHE Standards Strategic Planning Committee (SPC) Charge and Minutes Commonwealth University Strategic Plan 2025 System Priorities and Goals Institutional Dashboard Institutional Research Web Page with Dashboards – KPI Dashboard specifically Survey Web Page with NSSE and First Destination Data Academic, Administrative, Educational, and Support Annual Reports President’s Cabinet Charter and Meeting and Retreat Agendas CU Assessment Council Institutional Effectiveness Plan Nuventive 6.4-CU – Zoom Rooms Work Progress and Costs Summary – 08.22.2023 Life Cycle Project Funding Summary SVI.C6 IT Master Plan RNL Studies</p>

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>2. Clearly documented and communicated planning and improvement processes that provide for constituent participation and incorporate the use of assessment results.</p>	<p>Institutional Effectiveness Plan Blue Beyond Consulting Summary of Key Activities and Involvement Commonwealth University Mission, Vision, and Values Strategic Planning Committee (SPC) Charge and Minutes Town Hall Web Page Student Government BL CGA Articles of Inc Student Government LH SAS Bylaws Student Government MA SGA Bylaws Student Government BL Constitution Student Government MA Constitution Student Government LH SGB Constitution 2021 APSCUF Meet and Discuss Agendas Council of Trustees Web Site with Members, Minutes and Vice President Reports Commonwealth University COT Meeting Notes (Strategic Plan Approval) Senate/Forum Agendas 2022-23 University Senate Constitution and Committee Structure President’s Cabinet Charter and Meeting and Retreat Agendas Institutional Dashboard Program Assessment Review in Transition User Guide, Templates, and Reports which include Program SLOs Nuventive Assessment Commonwealth University Assessment Council and Subcommittee Structure, Purpose, and Minutes</p>
<p>3. A financial planning and budgeting process that is aligned with the institution’s mission and goals, evidence-based, and clearly linked to the institution’s and units’ strategic plans/objectives.</p>	<p>Finance Committee Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook System Redesign Web Page Board-Affirmed Metrics Divisional Operating Budgets Commonwealth University Strategic Plan</p>

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>PASSHE Board of Governors Minutes (Setting Tuition and Approve Budget)</p> <p>Council of Trustees Minutes (Approval of Budget)</p> <p>Council of Trustees Minutes (Approval of Fees)</p> <p>Personnel Budgeting Module – PBM Complement Plan</p> <p>RNL Institutional Student Aid Study and CU Plan</p> <p>Office of the Chancellor Website</p> <p>Act 50 of 1993, The Keystone Recreation, Park, and Conservation Fund</p> <p>6.3-CU – KEY 93 FY2022 Expenditures Rpt – 02.20.2023</p> <p>BOG Policy 2000-02-A: Capital Facilities Planning Programming & Funding</p> <p>PASSHE - FY2023 BOG Approved Capital Budget Plan</p> <p>PASSHE - FY2024 BOG Approved Capital Budget Plan</p> <p>Facilities Planning Committee Minutes – should this be “Space and Facilities Subcommittee as listed in the narrative?”</p> <p>Council of Trustees Minutes (Capital Budget)</p> <p>Office of the Chancellor Memo on Capital Spending Plan FY2020-21 through 2024-25</p> <p>CU – Facilities Campuses Space Alignment Master Plan</p> <p>6.6-CU – Condition Codes and Building Elements Life Cycle Periods – 10.27.2019</p> <p>Employment Action Forms</p> <p>Position Control Forms</p> <p>Information Technology Plans</p> <p>BOG Policy 1993-03-A: Budget Reporting and Review</p> <p>Council of University F&A VPs</p> <p>Executive Leadership Group comprised of the university presidents</p>
<p>4. Fiscal and human resources as well as the physical and technical infrastructure are adequate to support the institution's operations wherever and however programs are delivered.</p>	<p>BOG Policy 2019-01: University Financial Sustainability Policy</p> <p>Financial Risk Assessment</p> <p>Financial Statement Audit</p> <p>PASSHE Procedure/Standard 2019-40-A: University Financial Sustainability</p> <p>NACUBO Standards – Financial Indicators</p> <p>RNL Studies</p> <p>Institutional Research Dashboards</p>

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>BOG Policy 1984-06-A: Allocation Formula</p> <p>Show FY 2022-23 15% increase in Appropriations from State System – 2022 President’s Report: The Power of Three page 22 or Press Release 7/13/22 from The Daily Pennsylvanian “Pennsylvania State Universities Receive a Historic 15% Increase in Funding”</p> <p>American Rescue Plan Act (US Dept of Ed)</p> <p>System Redesign Investment Team</p> <p>Foundation Bylaws for each campus</p> <p>Personnel Plan (Complement Report)</p> <p>Organizational Chart</p> <p>Comprehensive Planning Process (CPP) Narrative</p> <p>Comprehensive Planning Process (CPP) Workbook</p> <p>CPP Reference Data Ratios</p> <p>6.6-CU – Campus Footprint Right-Sizing Analysis – Updated – 10.05.2023</p> <p>6.4-CU - BL FY2022 FM Benchmarking and Analysis Rpt – 03.2023</p> <p>6.4-CU - LO FY2022 FM Benchmarking and Analysis Rpt – 03.2023</p> <p>6.4-CU - MA FY2022 FM Benchmarking and Analysis - 04.2023</p> <p>Capital Campaign Announcement</p> <p>Comprehensive campaign launch events and timeline</p> <p>CU Press Releases on two \$5M gifts to Nursing and Honors (10/6/23) ; Honors Press Release March 2024</p> <p>Redevelopment Assistance Capital Program (RACP) grant – pa.gov</p> <p>ADV Divisional Plan and Results</p> <p>6.4-PASSHE – System Wide Space Analysis Rpt – 04.19.2023</p> <p>NCES – Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition, https://nces.ed.gov/pubs2006/2006160.pdf</p> <p>6.4-PASSHE System – FY2022 FM Benchmarking and Analysis Rpt – 04.19.2023</p> <p>CU – Facilities Campuses Space Alignment Master Plan</p> <p>IT Organizational Assessment</p> <p>Information Technology Master Plan</p>

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Information Technology Funding Plan
5. Clear assignment of responsibility and accountability.	Organizational Chart Position Description Template Position Description Samples Management Performance and Appraisal President’s Cabinet Charter and Meeting and Retreat Agendas Act 188 of 1982 (as amended through July 1, 2020) Council of Trustees Web Site with Members, Minutes and Vice President Reports Commonwealth University COT Meeting Notes (Strategic Plan Approval) – COT September 4, 2023 and Senate October 6, 2023 BOG Policy 2002-03-A: Evaluating Presidents
6. Comprehensive planning for facilities, infrastructure, and technology that includes consideration of sustainability and deferred maintenance and is linked to the institution's strategic and financial planning processes.	Act 50 of 1993, The Keystone Recreation, Park, and Conservation Fund BOG Policy 2000-02-A Capital Facilities Planning Programming and Funding and Procedures PASSHE System Procedure/Standard 2011-01-A, Capital Planning and Programming PASSHE Capital Projects Planning Process Overview SVI.C6 PASSHE - FY2023 BOG Approved Capital Budget Plan PASSHE - FY2024 BOG Approved Capital Budget Plan CU - FY23 Projects Schedule - Multi-Year - Draft – 09.15.2022 SVI.C6 CU - FY24 Projects Schedule - Multi-Year - Draft – 09.15.2022 SVI.C6 6.6-CU – FY2024 Projects Plan – 09.22.2023 Space and Facilities Sub-Committee Integrations Budget - Northeast - 07.08.2021 SVI.C6 Life Cycle Project Funding Summary SVI.C6 IT Master Plan

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Innovative Zoom weConnect SVI.C6 6.4-CU – Zoom Rooms Work Progress and Costs Summary – 08.22.2023 Slate CRM Admissions Overview - Slate.org Information Technology Funding Plan (is this the chart Table 6.X – referenced on page 15 of S6.C4 narrative)
7. An annual independent audit confirming financial viability with evidence of follow-up on any concerns cited in the audit's accompanying management letter.	Financial Statement Audit Management Discussion and Analysis Management Letters
8. Strategies to measure and assess the adequacy and efficient utilization of institutional resources required to support the institution's mission and goals.	Institutional Effectiveness Plan Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board Affirmed Metrics Financial Risk Assessments Financial Statement Audit Academic, Administrative, Educational, and Support Annual Reports BOG Policy 2019-01 University Financial Sustainability Policy PASSHE Procedures Standard 2019-40-A University Financial Sustainability Institutional Dashboard Commonwealth University Strategic Plan Strategic Plan and Committee (SPC) Charge and Minutes CU Assessment Council and subcommittees , https://www.bloomu.edu/oie-assessment (General Education Assessment Council, Academic Program Assessment Committee, and Administrative, Educational, and Student Support Unit Assessment Committee) Council of Trustees Web Site with Members, Minutes and Vice President Reports President's Cabinet Charter and Meeting and Retreat Agendas and Tracker University Senate Constitution and Committee Structure

<u>Standard VI Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	University Finance Committee (is this the Senate Finance Committee?) Finance Committee Charge, Bylaws and Minutes Senate IT Subcommittee Bylaws and Minutes Linkage of Planning and Budgeting (e.g., Strategic Resource Matrix)
9. Periodic assessment of the effectiveness of planning, resource allocation, institutional renewal processes, and availability of resources.	Gordian Assessment Nuventive Institutional Dashboard Overview of CU Budget Process Board-Affirmed Metrics Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Council of Trustees Minutes (Approval of Budget) BOG Policy 2000-02-A: Capital Facilities Planning Programming & Funding PASSHE - FY2023 BOG Approved Capital Budget Plan PASSHE - FY2024 BOG Approved Capital Budget Plan BOG Policy 1984-06-A: Allocation Formula PASSHE Board of Governors Minutes (Setting Tuition and Approve Budget) APSCUF CBA APSCUF Coaches CBA AFSCME CBA AFSCME Master Memorandum OPEIU CBA POA CBA SCUPA CBA SPFPA MOU Finance Committee Minutes

STANDARD VII: Governance, Leadership, and Administration

The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituencies it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purpose, and it operates as an academic institution with appropriate autonomy.

<u>Standard VII Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
1. A clearly articulated and transparent governance structure that outlines its roles, responsibilities and accountability for decision making by each constituency, including governing body, administration, faculty, staff, and students.	Act 188 of 1982 (as amended through July 1, 2020) PASSHE Board of Governors (BOG) Agendas and Minutes Act 50 of 2020 Organizational Charts Strategic Planning Committee MSCHE Steering Committee University Governance Web Page University Senate Constitution and Committee Structure (mentioning Shared Governance Task Force), Working Groups List, Minutes Transformation Accelerator Cohort Working Group for DEI (found in Town Hall 2/28/23 Slide 8 and Integration Insights) Council of Trustees Web Site with Members, Minutes and Vice President Reports APSCUF CBA APSCUF Coaches CBA AFSCME CBA AFSCME Master Memorandum OPEIU CBA POA CBA SCUPA CBA SPFPA MOU Policies, Procedures, and Guidelines Web Page PRP 0101 - Policies, Rules, And Procedures (PRPs) Issuing Procedures Special Secretariat Meeting Notes 08 17 2022 Commonwealth University Policies and Procedures Email Interim Academic Policies

<u>Standard VII Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	Student Government BL CGA Articles of Inc Student Government LH SAS Bylaws Student Government MA SGA Bylaws Student Government BL Constitution Student Government MA Constitution Student Government LH SGB Constitution President’s Student Advisory Council
<p>2. A legally constituted governing body that:</p> <ul style="list-style-type: none"> a. serves the public interest, ensures that the institution clearly states and fulfills its mission and goals, has fiduciary responsibility for the institution, and is ultimately accountable for the academic quality, planning, and fiscal well-being of the institution; b. has sufficient independence and expertise to ensure the integrity of the institution. Members must have primary responsibility to the accredited institution and not allow political, financial, or other influences to interfere with their governing responsibilities; c. ensures that neither the governing body nor individual members interferes in the day-to-day operations of the institution; d. oversees at the policy level the quality of teaching and learning, the approval of degree programs and the awarding of degrees, the establishment of personnel policies and procedures, the approval of policies and by laws, and the assurance of strong fiscal management; e. plays a basic policy-making role in financial affairs to ensure integrity and strong financial management. This may include a timely review of audited financial statements and/or other documents related to the fiscal viability of the institution; f. appoints and regularly evaluates the performance of the Chief Executive Officer; g. is informed in all its operations by principles of good practice in board governance; h. establishes and complies with a written conflict of interest policy designed to ensure that impartiality of the governing body by addressing matters such as payment for services, contractual relationships, employment, and family, financial or other interests that could pose or be perceived as conflicts of interest; and, i. supports the Chief Executive Officer in maintaining the autonomy of the institution. 	Statement of Financial Interests Form Act 55 of 2022 Act 188 of 1982 (as amended through July 1, 2020) PASSHE Board of Governors (BOG) Bylaws Council of Trustees Bylaws Pennsylvania Association of Councils of Trustees: The Role of the Trustee in Pennsylvania’s State System of Higher Education (PACT Handbook) PASSHE Board of Governors Membership and Biographies PASSHE Board of Governors Agendas and Minutes Web Pages Council of Trustees Web Site with Members, Minutes and Vice President Reports Commonwealth University COT Meeting Notes 08 09 2022 (Mission Approval) Commonwealth University COT Meeting Notes (Strategic Plan Approval) Commonwealth University Strategic Plan BOG Policy 1983-13-A: Process for Recommending Presidential Appointment BOG Policy 2002-03-A: Evaluating Presidents PACT Conferences Web Page, Handbook PA Public Official and Employee State Ethics Act (pa.gov) BOG Policy 2012-01: Conflict of Interest
<p>3. A Chief Executive Officer who:</p> <ul style="list-style-type: none"> a. is appointed by, evaluated by, and reports to the governing body and shall not chair the governing body; 	Act 188 of 1982 (as amended through July 1, 2020) BOG Policy 1983-13-A Process for Recommending Presidential Appointment

<u>Standard VII Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<ul style="list-style-type: none"> b. has appropriate credentials and professional experience consistent with the mission of the organization; c. has the authority and autonomy required to fulfill the responsibilities of the position, including developing and implementing institutional plans, staffing the organization, identifying and allocating resources, and directing the institution toward attaining the goals and objectives set forth in its mission; d. has the assistance of qualified administrators, sufficient in number, to enable the Chief Executive Officer to discharge his/her duties effectively; and is responsible for establishing procedures for assessing the organization's efficiency and effectiveness. 	<p>BOG Policy 2002-03-A Evaluating Presidents President's Cabinet Charter and Meeting and Retreat Agendas Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook Board-Affirmed Metrics Academic, Administrative, Educational, and Support Annual Reports Council of Trustees Web Site with Members, Minutes and Vice President Reports Institutional Research Dashboards Management Performance Evaluation Schedule and Instructions Management Performance and Appraisal Documents - Samples</p>
<p>4. An administration possessing or demonstrating:</p> <ul style="list-style-type: none"> a. an organizational structure that is clearly defined and that clearly defines reporting relationships; b. an appropriate size and with relevant experience to assist the Chief Executive Officer in fulfilling his/her roles and responsibilities; c. members with credentials and professional experience consistent with the mission of the organization and their functional roles; d. skills, time, assistance, technology, and information systems expertise required to perform their duties; e. regular engagement with faculty and student in advancing the institution's goals and objectives; f. systematic procedures for evaluating administrative units and for using assessment data to enhance operations. 	<p>Organizational Chart President's Cabinet Charter and Meeting and Retreat Agendas Resumés of Executive Staff and Deans Faculty and Staff Search Procedures Town Hall Web Page Council of Trustees Web Site with Members, Minutes and Vice President Reports Senate/Forum Agendas 2022-23 University Senate Constitution and Committee Structure Academic, Administrative, Educational, and Support Annual Reports Management Performance and Appraisal Documents - Samples Linkage of Planning and Budgeting (e.g., Strategic Resource Matrix) Comprehensive Planning Process (CPP) Narrative Comprehensive Planning Process (CPP) Workbook</p>

<u>Standard VII Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
<p>5. Periodic assessment of the effectiveness of governance, leadership, and administration.</p>	<p>PASSHE NCHEMS Strategic System Review Findings & Recommendations Rand Report- Promoting the Long-Term Sustainability and Viability of Universities in PASSHE System Redesign Web Page Northeast Implementation Plan Functional Integration Team (FIT) groups listing; Baker Tilly Research? 2023 Updated BOG Program Review Policy and Procedures CU Council of Trustees first Retreat (Aug 2023) Agenda and Minutes Act 188 of 1982 (as amended through July 1, 2020) BOG Policy 2002-03-A: Evaluating Presidents Management Performance Evaluation Schedule and Instructions Management Performance and Appraisal Documents – Samples High Level/Executive Team Org Chart DiSC Assessment and 360 Feedback Exercises Executive Performance Objectives and Evaluation Email About New Process Executive Performance Objectives and Evaluation Form (New) President’s Cabinet Charter and Meeting and Retreat Agendas and Tracker Gallup Clifton Strengths Assessment Blue Beyond Consulting Summary of Key Activities and Involvement Office of Institutional Effectiveness Web Page Institutional Research Web Page with Dashboards Surveys Web Page with NSSE and First Destination Data Senate/Forum Agendas 2022-23 University Senate Constitution and Committee Structure 6.2-CU – University Shared Governance Concept Presentation – Feb,2023 Kennedy & Company Commonwealth Enrollment Diagnostics 6 21 22</p>

<u>Standard VII Criteria</u>	<u>Preliminary List of Documents (including Structures, Policies, Processes, Procedures, Plans, Outcomes)</u>
	<p>MyCommonwealthu homepage (with landing pages for Banner, DegreeWorks CU Succeed)</p> <p>Climate Survey Results and Presentations</p> <p>TAC AASCU Institutional Transformation Assessment Transformation Accelerator Cohort (Town Hall 2/28/23 Slide 8 and Integration Insights or website listing CU as participant)</p>