



**Middle States Commission
on Higher Education**

Show Cause Guidance Meeting with Institutions of the University of Puerto Rico

Philadelphia, via Skype
January 15, 2019

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MSCHE Staff

- Dr. Hilda Colón Plumey, Vice President, MSCHE
- Dr. Idna M. Corbett, Vice President, MSCHE

Please be aware that the presentation portion of this guidance meeting is being recorded. The Q&A portion will not be recorded.

Purpose of the Guidance Meeting



Highlight the various details of the Commission's Show Cause action, including the show cause report



Identify Middle States policies, procedures, and forms as they apply to Show Cause



Discuss Show Cause team visit in February



Preliminary discussion on Show Cause appearance in March

What a Show Cause action means

- The institution has the opportunity to demonstrate compliance.
- The institution remains accredited during the show cause period.
- Per USED regulation, an institution may be in non-compliance for a maximum period of two years.
- It is possible to extend for good cause, up to one year beyond the maximum two years. The institution must demonstrate a good faith effort to improve and move toward compliance.
- It is MSCHE practice to provide support to the institutions during this period. Contact the VP liaison if you have any questions/concerns.

Show Cause Report

- A show cause report is required when an institution is required to show cause why its candidate status or accreditation should not be withdrawn.
- The show cause report must provide evidence that the institution has made all necessary improvements and meets fully the Commission's Standards for Accreditation, Requirements of Affiliation, policies and procedures, or federal compliance requirements.
- The institution is also required to submit a teach-out plan and teach-out agreement(s) as directed.
- A show cause report is always accompanied by a show cause visit.

Show Cause Report

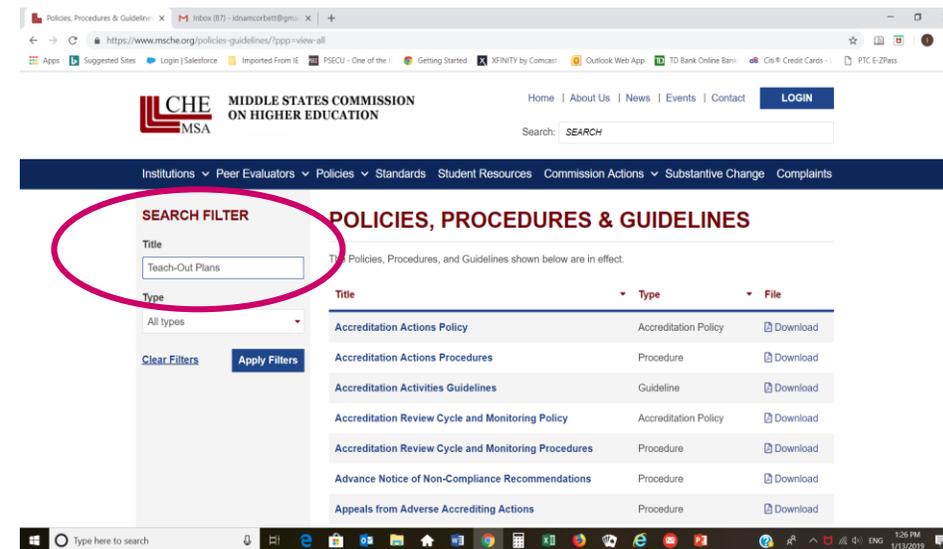
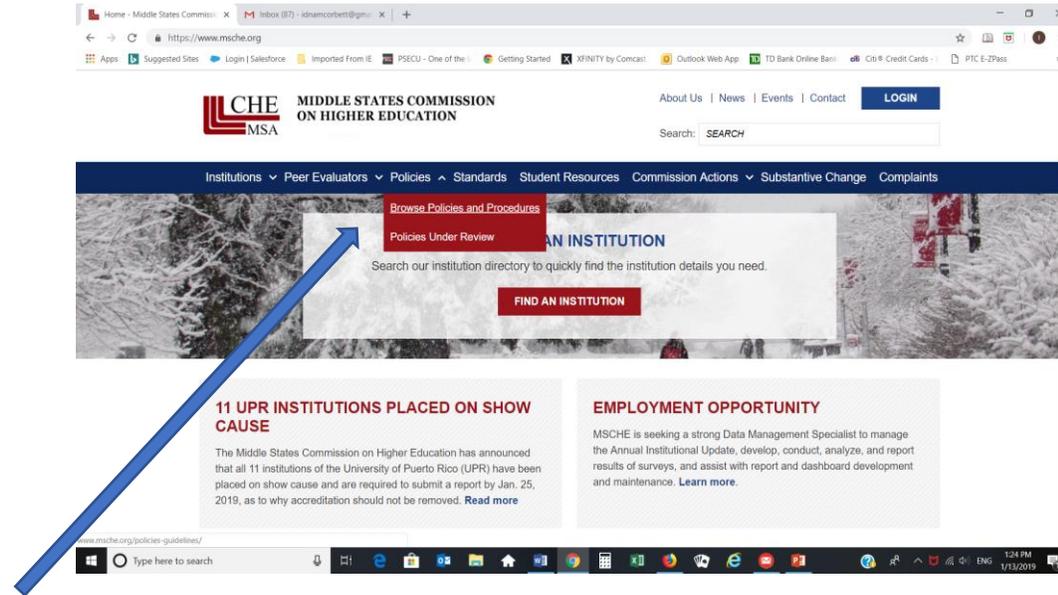
- Include an Introduction to provide context.
- Address each item in the Commission action. Each item should be a separate section of the report.
- Refer to the policy statements and procedures as needed. Particularly notice the Related Entities Policy, as you will need to include information about the system, i.e. UPR Central Administration. Include signed certification for the related entity.
- If the certified financial statements are available, include them as appendices to the report.

The UPR show cause report must include evidence of:

1. documented financial resources, funding base, and plans for financial development adequate to support its educational purposes and programs and to ensure financial stability (Standard VI and Requirement of Affiliation 11);
2. updated information on the impact of the Fiscal Oversight Management Board's plan and proposed restructuring on the institution's status and finances (Standard VI);
3. an annual independent audit confirming financial viability with evidence of follow-up on any concerns cited in the audit's accompanying management letter (Standard VI);
4. a record of responsible fiscal management, has a prepared budget for the current year, and undergoes an external financial audit on an annual basis (Standard VI and Requirement of Affiliation 11); and
5. certification by the related entity that it recognizes the Commission's compliance requirements and will ensure that responsibilities of the related entity are fulfilled, including making freely available to the Commission accurate, fair, and complete information through disclosure of information required by the Commission to carry out its accrediting responsibilities (Related Entities Policy; Requirement of Affiliation 14).

Where can I find MSCHE Teach-Out Policy, Procedures, and Forms?

- www.msche.org
 - [Teach-Out Plans and Agreement\(s\) Policy](#)
 - [Teach-Out Plans and Agreement\(s\) Procedures](#)
 - [Teach-Out Plans and Agreement\(s\) Form](#)
- Also look at Resources for Institutions for additional information related to site visits



The Teach-Out Plan

- The Teach-Out Plan is required as part of the show cause report.
- Must include “the institution’s orderly plan for closure.”
- The start date and end date for the teach-out period are estimates. The teach-out period can range from 18-24 months.
- The timeline must indicate key milestones.
- The inventory of academic programs must include all programs offered.
- If there are students who will not complete by program end date, teach-out agreements with other institutions must be planned. The Commission may require agreements as part of the Teach-Out Plan.

The Teach-Out Form

- Answer all applicable questions. If a question is not applicable to the specific type of teach-out, please answer “not applicable” with a short explanation.
- Maintain student privacy protections in accordance with state and federal law and regulations.
- Provide all required attachments to the Commission (as applicable). The Commission may not process the submission until all attachments are submitted or the Commission may process the request and require an updated teach-out plan.
- Label all attachments exactly as indicated.
- Combine the form and all attachments into a single bookmarked PDF file.
- Upload the PDF document into the secure MSCHE portal.

Checklist of Attachments (1)

1. **Teach-OutTimeline:** Section A.1.c – Provide a comprehensive timeline for the teach-out, including critical milestones.
2. **FinAidCounseling:** Section A.2.c - Evidence that financial aid counseling has been conducted.
3. **ArticulationEvents:** Section A.2.c - Evidence that onsite articulation events have taken place.
4. **NotifAddCharges:** Section A.3.a - Evidence that the institution has notified students of any additional charges.
5. **NotifTeach-Out:** Section A.3.b - Evidence that the institution has notified all relevant stakeholders about the teach-out.
6. **Transcripts:** Section A.4.a - Evidence that transcripts have been produced.

Checklist of Attachments (2)

7. **Transfers:** Section A.4.a - Evidence that transfers have been released.
8. **TransfertoRepository:** Section A.4.d - Evidence that student records have been transferred to the final repository.
9. **NotifStudentRecords:** Section A.4.e – Evidence that communications regarding student records has occurred.
10. **ExternalRequirements:** Section A.5.b - Documentation outlining state or federal requirements for the type of teach-out plan.
11. **CharterDGAStatus:** Section A.5.c - Documentation of the status of the charter or DGA.
12. **TeachOutAgree_ShortInstitutionName:** Section B.1 - Signed Teach-Out Agreement(s) for each teach-out institution. Include any additional documentation supporting the teach-out agreement(s) (i.e. course equivalencies, etc.).

The Show Cause Visit

- A show cause visit will follow submission of the report.
- The purpose of the on-site show cause visit is
 - to verify the information provided in the show cause report and
 - to assure the Commission that the institution has made all necessary improvements and has resolved its non-compliance issues
- The Show Cause Team (5 members) has already been chosen. Institutions will receive official notification, including the names of the team chair and team members within the next few days.
- Four MSCHE staff members will accompany the team.
- The UPR Central Administration has already been notified so they can make the logistical arrangements.

Show Cause Visit



Show Cause Visit Agenda

- The Show Cause Team will meet with:
 - UPR Central Administration
 - UPR Governing Board
 - Representatives from the FOMB
- The Team will meet with representatives from each of the institutions
 - Chancellor
 - ALO
 - Budget Director
- All meetings will be in San Juan
- Exit reports will be done individually in San Juan.
- More details of the agenda will be sent next week.

What will the team look for?

- Systematic evidence vs. assertions, anecdotes, and future plans
- Evidence of current and sustainable compliance
 - Implemented processes and results
 - Structures to ensure sustainability
- Institutional accomplishments and outcomes
- Data summaries/supporting documentation
- Ability to meet and sustain compliance with Standards, Requirements of Affiliation, and Commission Policies

The Show Cause Appearance

- Refer to the document *Show Cause Appearance Before the Commission Prior to Withdrawal of Accreditation* (Version 091715).
- Each UPR institution must **inform the Commission of its intent to appear** before the Commission at least 14 days prior to the Commission meeting at which the withdrawal of accreditation will be considered. The notification of intent to appear must be sent in writing to the Commission's President.
- The confirmation should include the name, title, and role of each individual who will appear before the Commission on behalf of the institution.
- The appearance is an opportunity for the institution to present, in the nature of a **presentation**, its reasons why accreditation should not be withdrawn.
- Each UPR institution will have its own show cause appearance.



Commission Meeting Dates

March 13-14, 2019



Questions?

¿Preguntas?