

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 8B  
April 18, 2016

**ACCEPTANCE OF THE 2018 SELF-STUDY DESIGN  
FOR THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

BACKGROUND

Montgomery College is a candidate for re-accreditation by the Middle States Commission on Higher Education (MSCHE) in 2018. As part of that process, the College is required to submit a Self-Study Design document to the Commission.

The College's Self-Study Steering Committee has developed this design based on MSCHE's seven standards described in *Standards for Accreditation and Requirements for Affiliation*:

- I. Mission and Goals
- II. Ethics and Integrity
- III. Design and Delivery of the Student Experience
- IV. Support of the Student Experience
- V. Educational Effectiveness Assessment
- VI. Planning, Resources, and Institutional Improvement
- VII. Governance, Leadership, and Administration

The design contains the specific topics to be researched by each workgroup as well as the members of the workgroups. In addition, the design contains a "document roadmap," which is a list of key documents that will serve as the sources of information for the research, as well as a communications plan.

Upon acceptance of the Self-Study Design, the Commission will send a liaison to visit the College to meet with stakeholders in order to prepare for the Self-Study development and the eventual peer visit, which is scheduled for the spring of 2018, followed by final Commission action on the College's accreditation.

In addition to the Self-Study, the Commission also requires an additional report due in 2017 on the verification of compliance with eight accreditation-relevant federal regulations according to the Commission's *Verification of Compliance with Accreditation-Relevant Federal Regulations*, namely:

- Student identity verification in distance and correspondence education
- Transfer of credit policies and articulation agreements
- Title IV program responsibilities
- Institutional records of student complaints
- Required information for students and the public
- Standing with state and other accrediting agencies
- Contractual relationships
- Assignment of credit hours

## RECOMMENDATION

It is recommended that the Board of Trustees accept the College's 2018 Self-Study Design to be submitted to the Middle States Commission on Higher Education.

## BACKUP INFORMATION

Montgomery College Self-Study Design  
*Standards for Accreditation and Requirements for Affiliation*  
*Verification of Compliance with Accreditation-Relevant Federal Regulations*

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

## RESOURCE PERSONS

Dr. Benjamin  
Dr. Gregory  
Professor Peery  
Ms. Wessman

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Resolution Number: **16-04-045**  
Adopted on: **4/18/2016**

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**Subject: Acceptance of the 2018 Self-Study Design for the Middle States Commission on Higher Education**

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WHEREAS, Montgomery College is a candidate for re-accreditation by the Middle States Commission on Higher Education in 2018; and

WHEREAS, As part of that process, the College is required to submit a Self-Study Design prior to beginning the Self-Study process; and

WHEREAS, The Self-Study Steering Committee has developed a Self-Study Design document, which contains the specific topics to be researched by each workgroup, the members of the workgroups, a “document roadmap,” which is a list of key documents that will serve as the sources of information for the research, as well as a communications plan; and

WHEREAS, The president recommends that the following action be taken; now therefore be it

Resolved, That the Board of Trustees accepts the Self-Study Design for the College’s 2018 Self-Study; and be it further

Resolved, That the Board of Trustees authorizes the president or designee to submit the Self-Study Design to the Middle States Commission on Higher Education.