

**SOUTHWEST REGION, ACPE
Accreditation Committee
Policy and Procedures**

I. Structure and Order

A. Purpose

1. It shall be the responsibility of the Accreditation Committee to act as an agent of the National Accreditation Commission in matters regarding the accreditation programs of Clinical Pastoral Education in the Centers that are members of the Southwest Region.
2. It shall be the responsibility of the Accreditation Committee to provide consultation and guidance to any center in the Region desiring assistance in Accreditation matters.
3. It shall be the responsibility of the Accreditation Committee to provide a timely review for Centers seeking to acquire or maintain Candidacy in accordance with the National Accreditation Commission s requirements.
4. It shall be the responsibility of the Accreditation Committee to provide all appropriate materials regarding any center in the Region for review by the National Accreditation Commission.

B. Membership

1. The Accreditation Committee shall be composed of nine (9) members. On a class basis, the Region shall elect Nine (9) members, with three (3) being elected each year. These members will be eligible to succeed themselves once.
2. The chairperson shall be elected by the Region to serve a three (3) year term to run concurrently with the National Accreditation Commission term assigned to the Southwest Region. The chairperson shall not be eligible to succeed herself/himself.
3. The committee shall nominate chairperson-elect and elected by the Region to serve a term concurrent to the chairperson s term and to take office as chairperson when a chairperson resigns or the chairperson s term expires.
4. The Regional Director and Regional Standards Committee Representative may serve as ex-officio members of the Accreditation Committee of the Region. Other Regional Officers may be asked to consult as needed.

C. Duties of Officers

1. The chairperson shall be responsible for the following:
 - a. Preside at all meetings of the Committee
 - b. Establish the tentative agenda for Committee meetings, which will then be revised and/or approved by the Committee
 - c. Appoint a recorder for each meeting who shall then be approved by the Committee

- d. Assure that all Centers submitting annual reports, five year paper reviews or undergoing ten year site visit reviews are provided the necessary information, materials and consultation needed
 - e. Appoint chairpersons and members of site visit review teams
 - f. Prepare the proposed budget request of the Committee each year, and submit said proposed budget to the Budget and Investment Committee for inclusion in the annual regional budget
 - g. Supervise the expenditure of budgeted funds after approval by the Region
 - h. Discharge such duties as delegated by the Leadership Council of the Region
 - i. Provide consultation to accredited Centers seeking to establish satellite programs
 - j. Act as liaison between the National Accreditation Commission and the Centers in the region in all matters relating to accreditation
 - k. Discharge other duties as may be outlined in the Regional Committee's policies and procedures and in the ACPE Accreditation Manual
2. The chairperson-elect shall serve as a member of the Accreditation Committee after election by the Region, and shall assume the duties of the chairperson temporarily at the request of the chairperson, or in the event of said chairperson's inability to act.
 3. The recorder, upon appointment by the chairperson and approval by the Committee at each meeting, shall record minutes of all discussion and actions taken by the Committee. The recorder shall then distribute the minutes to all members of the Committee.

D. Meetings

1. The Accreditation Committee will meet twice each year on dates sufficiently in advance of the Spring and Fall meeting of the National Accreditation Commission to allow timely completion of the Regional review process and the submission of appropriate materials to the National Accreditation Commission. The chair will set the date of each meeting after the date of the meeting of the National Accreditation Commission is determined. The chairperson will notify the membership of the committee at least thirty days in advance.
2. Other meetings or telephone conference meetings may be called as needed and/or determined by the chair.

II. Procedures

- A. **A site review team** will conduct the review process of the Accreditation Committee. The composition and conduct of the site review team shall be in accordance with *ACPE Standards*. Generally the site team will follow these guidelines:
 1. Review the Feasibility Study (in the case of Centers seeking Candidacy status) or the Self-Study (in the case of Centers seeking to achieve or maintain formal

accreditation). Completion of this review may be done through a conference call or at a meeting of the team at the beginning of the site visit.

2. Conduct the site visit. The chairperson of the site team and the director of the Center's program will work out jointly the schedule of aspects of the program to be reviewed during the site visit. Generally, this will include meetings with the following persons or groups:
 - a. The Center's supervisor or supervisors;
 - b. The department staff;
 - c. Students in training;
 - d. The Professional Advisory Committee for the Center;
 - e. The administrator(s) of the institution;
 - f. Professionals from other disciplines with whom the department has regular contact;
 - g. Any other groups with which the site team and/or the director may request a meeting.
3. The team will also schedule time to draft its report of the findings of the site visit before leaving the Center. The report must be verbally shared with the director of CPE programs before departure.
4. The site team will submit its written report of its assessment of the Center's compliance with *ACPE Standards* to the Center in a timely manner. This report should also include a summary of the entire review process engaged in by the team.
5. The Center will write a response to the site team's report and return it to the chairperson of the site team.
6. The site team will make a final recommendation to the committee.
7. The chairperson of the site team will forward to the Regional Chairperson of the Accreditation Committee the Center's Feasibility or Self-Study, the report of the site review team and the response of the Center.

B. Regional Accreditation Committee Review

1. The chairperson of the Regional Accreditation Committee will designate a reviewer prior to the meeting of the Regional Committee and forward him/her copies of the Center's response.
2. The reviewer will prepare a written report with copies for each member and take appropriate action.
3. The Regional Accreditation Committee will receive the reviewer's report and take appropriate action.

4. The chairperson of the Regional Accreditation Committee will write a report informing the ACPE Executive Director of the action of the Regional Accreditation Committee (copying such letter to the Center) and forward all appropriate materials to the Executive Director's office prior to the announced deadline before the Spring or Fall meeting of the National Accreditation Commission.

C. Other Regional Accreditation Committee Procedures

1. Acting on behalf of the National Accreditation Commission, the Regional Accreditation Committee may grant Candidacy Status to Centers desiring to begin new programs in Clinical Pastoral Education. The Accreditation Committee's review process for centers seeking candidacy, full accredited membership or the addition of programs of Supervisory CPE shall follow the requirements of the ACPE Accreditation manual as outlined in Section IV.
2. The Accreditation Committee's review process for centers seeking candidacy, full accredited membership or the addition of programs of Supervisory CPE shall follow the requirements of the ACPE Accreditation manual as outlined in Section IV.
3. The Regional Accreditation Committee will also receive annual reports from Centers that have achieved Candidacy status. Response to these reports will be forwarded to the National Accreditation Commission and copies to the centers. In the review of **annual reports**, the Committee will include the following steps:
 - a. Centers' annual reports will be assigned to a member of the Regional Accreditation Committee for review by the chair
 - b. Each reviewer will review the annual report, calling the Center to request more information or documentation as needed
 - c. Each reviewer will prepare a brief presenter's report for each Center reviewed, identifying the changes that have occurred in the center, potential compliance problems in the center, and/or strengths and successes enjoyed by the Center during the year. The presenter's report will also include the presenter's recommendation to the committee as outlined in the ACPE National Accreditation Manual, section V.A.3
 - d. Review and discussion of the annual reports as presented by the regional reviewers will be done in sub-committees as determined by the chair. Each sub-committee will then report its recommendation to the Committee for vote.
 - e. A Committee Action Report is prepared by the reviewer, one copy of which is sent to the National Accreditation Commission, one copy to the Center, and one copy retained for the Regional Committee's files.
4. The Accreditation Committee's review process for annual reports, five year reviews and ten year reviews shall follow the requirements of the ACPE Accreditation Manual as outlined in Section V. Periodic Reviews for Continued Accredited Membership. In the review of Five and Ten Year Accreditation Reviews, the Regional Committee will include the following steps:

- a. The chairperson of the Regional Accreditation Committee will designate a reviewer prior to the meeting of the Regional Committee and forward him/her copies of all written materials including the Center's self-study, handbook, the site team or reader's report, the Center's response and the site team or reader's final recommendations
 - b. The reviewer will prepare a written report including his/her recommendations with respect to the notations and/or recommendations made by the site team or readers
 - c. The Regional Accreditation Committee will receive the reviewer's report and take appropriate action.
 - d. The chairperson of the Regional Accreditation Committee will write a Committee Action Report, a copy of which will be sent to the National Accreditation Commission, a copy sent to the Center, and a copy retained for the Regional Accreditation Committee's files.
5. The Accreditation Committee's review process for centers notifying the Committee of **significant changes** affecting the quality or structure of the center shall follow the requirements of the ACPE Accreditation manual as outlined in Section X, A., Changes in Centers and Programs. The Accreditation Committee's review of center changes, i.e., satellite contracts, mergers, changes from accredited center to accredited system, etc. shall include the following steps:
- a. The chair will assign the submitted documentation to a regional committee member for review
 - b. The regional reviewer will review the material, making sure that the center changes are in compliance with Standards
 - c. The regional reviewer will then write a brief presenter's report identifying any compliance problems or issues, and recommending the approval or denial of the center change.
 - d. Assuming approval, the chair will then submit a Change in Centers and Programs form to the National Commission identifying the Regional Committee Action.