

ACBSP STANDARDS AND CRITERIA
FOR
DEMONSTRATING EXCELLENCE
IN
CERTIFICATE ACCREDITATION



11520 West 119th Street
Overland Park, KS 66213
913-339-9356
www.acbsp.org

**ACBSP STANDARDS AND CRITERIA FOR
DEMONSTRATING EXCELLENCE IN
Certificate Accreditation**

**ACCREDITATION COUNCIL FOR BUSINESS
SCHOOLS AND PROGRAMS (ACBSP)
11520 West 119th Street
Overland Park, KS 66213 U.S.A.
Phone: 913-339-9356
FAX: 913-339-6226
info@acbsp.org**

Table of Contents

STANDARD 1 LEADERSHIP:	3
STANDARD 2 STRATEGIC PLANNING:	3
STANDARD 3 STUDENT AND STAKEHOLDER FOCUS:.....	4
STANDARD 4 STUDENT LEARNING ASSESSMENT:	4
STANDARD 5 FACULTY FOCUS:	5
STANDARD 6 CURRICULUM:	5
STANDARD 7 CERTIFICATE KEY PERFORMANCERESULTS:	6

Note: Respond to the criteria for certificate(s) to be accredited or reaffirmed.

STANDARD 1 LEADERSHIP:

A systematic leadership process must exist that promotes performance excellence and continuous improvement.

Criterion 1.1 Describe the leadership structure for the administration.

Criterion 1.2 Provide evidence on the ways in which performance excellence is promoted.

Criterion 1.3 Provide evidence on the ways in which continuous improvement is promoted.

STANDARD 2 STRATEGIC PLANNING:

Strategic plans must include measurable goals.

Using Table 2.1 in the evidence file, provide evidence for the following criteria:

Criterion 2.1 Provide measurable short-term goals.

Criterion 2.2 Provide measurable long-term goals.

STANDARD 3 STUDENT AND STAKEHOLDER FOCUS:

A systematic process must be used to determine expectations of students and other key stakeholders.

Using Table 3.1 in the evidence file, provide evidence for the following criteria:

Criterion 3.1 List the student segments served. (e.g. undergraduate, graduate, online, on-ground, traditional, non-traditional, international students, competency-based, etc.).

Criterion 3.2 Describe the expectations for each student segment.

Criterion 3.3 Describe your process for measuring those expectations.

Criterion 3.4 Describe the systematic process used to determine the expectations of other key stakeholders (e.g. faculty members, staff, governing boards, alumni, employers, other schools, funding entities, or local/professional communities, etc.).

Criterion 3.5 List organizations that recognize your certificate(s).

STANDARD 4 STUDENT LEARNING ASSESSMENT:

A systematic student learning assessment process must measure students' knowledge and skills compared to expected outcomes.

Criterion 4.1 Describe the systematic student learning assessment process.

Using Table 4.1 in the evidence file, provide evidence of the following information for each of the certificate(s):

Criterion 4.2 List the learning objectives for each certificate(s) to include a measurable goal.

Criterion 4.3 Graph three to five data points of results. (minimum three data points).

Criterion 4.4 Identify improvements made based on assessment of student learning results.

STANDARD 5 FACULTY FOCUS:

A systematic process must ensure instructors are appropriately qualified and that their credentials and skill sets align with learning outcomes.

Using Table 5.1 in the evidence file, provide evidence for the following criteria.

Criterion 5.1 List all individuals who taught a course for each certificate in the last 12 months.

Criterion 5.2 Report the qualifications, including professional certifications, of everyone who taught a course for each certificate in the last 12 months.

Criterion 5.3 Describe the process for orienting and training provided for teachers.

STANDARD 6 CURRICULUM:

A systematic process must ensure continuous improvement of the curriculum. The curriculum must be comprised of appropriate subject matter outcomes to prepare students for success.

Using Table 6.1 in the evidence file, provide evidence for the following criteria:

Criterion 6.1 Provide a brief description of the curriculum for each certificate being accredited, including the length of time it takes, delivery method and hours required.

Criterion 6.2 Provide evidence the certificate is be made up 75 percent or more from the accredited business program's curriculum.

Criterion 6.4 Provide evidence the curriculum is 12 or more credit hours at the level of the award, associate, baccalaureate, masters, doctorate.

Criterion 6.4 Describe how the curriculum is continuously improved.

STANDARD 7 CERTIFICATE KEY PERFORMANCE RESULTS:

A systematic process must identify and track key performance measures for continuous improvement. Demonstrate that adequate resources and services exist.

Criterion 7.1 List the key performance measures (e.g. attrition, retention, completion, licensure pass rates, job placement, employment advancement, acceptance into degree programs, successful transfer of credit, other).

Criterion 7.2 Provide evidence of the analysis and use of the above data for continuous improvement (e.g. improve curriculum, improved material, handouts, books, faculty development, change of faculty, improved contract management, records management, improving case studies, improve technology, improve interaction, innovative technology, digital classroom, etc.).