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NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.  
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

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February 8, 2017

Dr. James Dlugos  
President  
Saint Joseph's College of Maine  
278 Whites Bridge Road  
Standish, ME 04084-5263

Dear President Dlugos:

I am pleased to inform you that at its meeting on November 18, 2016, the Commission on Institutions of Higher Education considered the report submitted by Saint Joseph's College of Maine regarding its B.S. in Information Technology program, as well as the report of the evaluator, and took the following action:

that the report regarding the College's B.S. in Information Technology (BSIT) program be accepted and inclusion of the program within the institution's accreditation be confirmed;

that the progress report scheduled for consideration in Spring 2018 be confirmed;

that, in addition to the matters specified in our letter of November 14, 2016, the Spring 2018 report provide an update on the College's continued success in implementing the BSIT program with particular emphasis on the College's progress in developing and implementing a formalized enrollment plan with clearly defined metrics to track progress in achieving the goals of the plan.

The Commission gives the following reasons for its action.

The report submitted by Saint Joseph's College of Maine (SJCM) was accepted, and inclusion of the B.S. in Information Technology program within the institution's accreditation confirmed, because the College provided evidence that it is implementing the program in a manner consistent with the *Standards for Accreditation* and relevant Commission policies.

The Commission commends SJCM for the strong commitment of all campus stakeholders to support the BSIT program. We are pleased to learn from the evaluator of the thoughtful and deliberate redesign of the curriculum focused on student success. We understand that the course development process is

guided by the principles of *Quality Matters* and supported by an industrial design team. Notably, the program is led by experienced faculty with relevant field experience and a dedicated, qualified program director with extensive industry relationships. We understand that there was a two-year delay in the start of the BSIT program due to changes in program leadership and curriculum, and, as a result, enrollment and revenue projections were not met. At the time of the team's visit in April 2016, 10 students were enrolled, and the College had invested approximately \$120,000 in the program.

The Commission confirms the report requested for consideration in Spring 2018. In addition to the matters specified in our letter of November 14, 2016, we ask that the report give emphasis to the College's continued success in implementing the B.S. in Information Technology program and address its progress on a matter related to our standards on *Planning and Evaluation* and *Students*.

The Commission concurs with the evaluator that, in light of the difficulty the College has had in achieving enrollment and revenue goals for the BSIT program, the institution would benefit from a formalized enrollment plan with clearly defined metrics. We note with favor that the College has developed a five-year enrollment plan for all majors, including BSIT, that is aligned with SJCM's Strategic Plan, and that the plan has the "buy in" of the recently appointed interim chief financial officer. The BSIT "snapshot" included with the institution's response projects enrollment growing from 4 students in AY2017 to 20 students in AY2021. We are gratified to learn that the director of the BSIT program, working closely with the director of enrollment operations, uses data generated from biweekly enrollment reports to assess the effectiveness of the enrollment goals established for the program. We look forward to learning, through the Spring 2018 report, of the College's progress in developing and implementing a formalized enrollment plan with well-defined metrics. We are guided by our standards on *Planning and Evaluation* and *Students*:

The institution has a demonstrable record of success in implementing the results of its planning (2.5).

Consistent with its mission, the institution sets and achieves realistic goals to enroll students who are broadly representative of the population the institution wishes to serve (*Students*, statement of the Standard).

The institution demonstrates its ability to admit students who can be successful in the institution's academic program, including specifically recruited populations. The institution's goals for retention and graduation reflect institutional purposes, and the results are used to inform recruitment and the review of programs and services (5.6).

The Commission expressed appreciation for the reports prepared by Saint Joseph's College of Maine and the evaluator and hopes that the evaluation process has contributed to institutional improvement. It appreciates your cooperation in the effort to provide public assurance of the quality of higher education in New England.

You are encouraged to share this letter with all of the institution's constituencies. It is Commission policy to inform the chairperson of the institution's governing board of action on its accreditation status. In a few days we will be sending a copy of this letter to Mr. Matthew Monaghan. The institution is free to release information about the evaluation and the Commission's action to others, in accordance with the enclosed policy on Public Disclosure of Information about Affiliated Institutions.

Dr. James Dlugos  
February 8, 2017  
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If you have any questions about the Commission's action, please contact Barbara Brittingham,  
President of the Commission.

Sincerely,

A handwritten signature in cursive script that reads "David P. Angel".

David P. Angel

DPA/jm

cc: Mr. Matthew Monaghan  
Evaluator



## COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

3 Burlington Woods, Suite 100, Burlington, MA 01803-4514

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### Public Disclosure of Information About Affiliated Institutions

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The following policy governs the release of information regarding the status of affiliated colleges and universities by institutions and by the Commission.

#### 1. **Release of Information by Institutions Regarding Their Accreditation Following Commission Action**

At the conclusion of the evaluation process institutions are encouraged to make publicly available information about their accreditation status including the findings of team reports and any obligations or requirements established by Commission action, as well as any plans to address stated concerns. Because of the potential to be misleading, institutions are asked not to publish or otherwise disseminate excerpts from these materials.

While the Commission does not release copies of self-studies, progress reports, evaluation reports, or other documents related to the accreditation of individual institutions, it believes it to be good practice for institutions to make these materials available, in their entirety, after notification of Commission action.

While the Commission does not initiate public release of information on actions of show cause or deferral, if such information is released by the institution in question or is otherwise made public, the Commission will respond to related inquiries and may issue a public statement.

If an institution releases or otherwise disseminates information which misrepresents or distorts its accreditation status, the institution will be notified and asked to take corrective action publicly correcting any misleading information it may have disseminated, including but not limited to the accreditation status of the institution, the contents of evaluation reports, and the Commission actions with respect to the institution. Should it fail to do so, the Commission, acting through its President, will release a public statement in such form and content as it deems desirable providing correct information. This may include release of notification letters sent by the Commission to the institution, and/or a press release.



## 2. **Published Statement on Accredited Status**

The Commission asks that one of the following statements be used for disclosing on its website and in catalogues, brochures, advertisements, etc., that the institution is accredited.

An institution may wish to include within its website, catalogue or other material a statement which will give the consuming public a better idea of the meaning of regional accreditation. When that is the case, the Commission requests that the following statement be used in its entirety:

\_\_\_\_\_ College (University) is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

**Commission on Institutions of Higher Education**  
**New England Association of Schools and Colleges**  
**3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514**  
**(781) 425 7785**  
**E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)**

The shorter statement that an institution may choose for announcing its accredited status follows:

\_\_\_\_\_ College (University) is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

**Commission on Institutions of Higher Education  
New England Association of Schools and Colleges  
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(781) 425 7785  
E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)**

Accreditation by the Commission on Institutions of Higher Education has reference to the institution as a whole. Therefore, statements like “fully accredited” or “this program is accredited by the Commission” or “this degree is accredited by the Commission” are incorrect and should not be used.

### 3. **Published Statement on Candidate Status**

An institution granted Candidate for Accreditation status must use the following statement whenever it makes reference to its affiliation with the New England Association:

\_\_\_\_\_ College (University) has been granted Candidate for Accreditation status by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc. Candidacy for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation.

Candidacy is not accreditation nor does it assure eventual accreditation.

Inquiries regarding the status of an institution affiliated with the Commission should be directed to the administrative staff of the college or university. Individuals may also contact:

**Commission on Institutions of Higher Education  
New England Association of Schools and Colleges  
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514  
(781) 425 7785  
E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)**

### 4. **Public Disclosure of Information about Affiliated Institutions by the Commission**

The Commission publishes the following information about member and candidate institutions on its website:

- Name of the institution
- Accreditation status (member or candidate)
- Address
- Phone and fax numbers
- CEO name and title
- Degree levels awarded
- Dates of initial accreditation (or candidacy), last review and next review
- Locations of off-campus instructional sites

The Commission may also publish on its website a public statement about an action taken regarding a member or candidate institution when further information about the action and the Commission's reasons for taking the action would be helpful to members of the public.

Upon inquiry, the Commission will release the following information about affiliated institutions:

- The date of initial accreditation and/or when candidacy was granted;
- The date and nature (comprehensive or focused) of the most recent on-site evaluation and subsequent Commission action on the institution's accredited status;
- The date and nature (comprehensive or focused) of the next scheduled on-site evaluation;
- Submission date and action taken on the most recent written report required by the Commission;
- The extent of, or limitations on, the status of affiliation;
- In cases of adverse action (denial or withdrawal of candidacy or accreditation, placing an institution on probation), the Commission's reasons for that status and, in the case of probation, its plans to monitor the institution. The Commission, in consultation with the institution, will prepare a written statement incorporating the above information. The Commission reserves the right to make the final determination of the nature and content of the statement. The institution will also be offered the opportunity to make its official comment; if the institution does make an official comment, the comment will be made available by the Commission.



- For institutions whose candidacy or accreditation has been withdrawn, the date of, and reasons for, withdrawal.

The Commission recognizes that, to be fully understood, information about the accredited status of institutions must be placed within the context of the policies and procedures of the Commission on Institutions of Higher Education. In responding to inquiries, the Commission will endeavor to do so.

The Commission does not generally provide information about deferments of action on candidate or accreditation status, or show-cause orders. However, if such information is released by the institution in question, the Commission will respond to related inquiries and may issue its own statement.

Adverse actions (placement of an institution on probation, denial of candidate status or accreditation, and withdrawal of candidacy or accreditation) are communicated when the decision becomes final (i.e., when the institution does not appeal or when the appeals process is completed and the decision is upheld). The Commission, at its discretion, may make the adverse action public before the decision is final or the appeal is completed. In so doing, the Commission will provide information about the appeal process.

## **5. Public Disclosure of Institutional Actions**

Within 30 days after the action on accreditation status is taken, the Commission will notify the Secretary of Education, New England state higher education officers, appropriate accrediting agencies, and the public. Such actions include:

A final decision to:

Grant candidacy or accreditation

Continue an institution in accreditation

Deny or withdraw the candidacy or accreditation of an institution

Place an institution on probation

Approve substantive change (e.g., moving to a higher degree level)

A decision by an accredited or candidate institution to voluntarily withdraw from affiliation with the Commission.

*November 1998*

*September 2001*

*April 2010*

*September 2011*

*Editorial Changes, March 2014*

*April 2015*



