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Memorandum

TO: ABHES-accredited Institutions and Programs

FROM: Carol Money maker, Executive Director

DATE: April 22, 2011

SUBJECT: Proposed Revision to ABHES Bylaws – Call for Comment

As ABHES moves toward an expansion of its scope of recognition by the United States Secretary of Education to include educational programs culminating in a baccalaureate degree, it is important to assure that the Commission always includes a member with significant experience working at an institution that awards a baccalaureate degree and is accredited by a nationally recognized accrediting agency. While ABHES currently has sitting commissioners meeting this requirement, it does not have a specific seat designated to assure continuity of this expertise in the future.

Accordingly, this proposal contemplates that creation of an additional commissioner seat, the qualifications for which require a minimum of ten years of full-time employment at institutions of higher education that offer a baccalaureate or higher degree. The required employment must be as an instructor in courses that apply toward a baccalaureate or higher degree or employment in an administrative capacity that includes responsibility for one or more academic programs that culminate in a baccalaureate or graduate degree.

Proposed addition to Commission (in red):

The Bylaws of the Accrediting Bureau of Health Education Schools would be amended to add the following language shown in red.:

Section 4.6.1. Specific Appointed Seats and Qualifications.

- (a) Appointed Seat 1 and 2 - Practitioner in Specialty Area. Must be currently and primarily employed as a health-care related specialist in a field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

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- (b) Appointed Seat 3 - Educator in Specialty Area. Must be currently and primarily employed in an academic position at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education in a health-care related field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.
- (c) Appointed Seat 4 – Commissioner-At-Large.
- (d) Appointed Seats 5 and 6 - Public Member. As provided for in the United State’s Secretary of Education’s Recognition Regulations for Accrediting Agencies, a Public Member is defined by ABHES as an individual who is not (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that is accredited by ABHES or has applied for accreditation, or (2) A spouse, parent, child, or sibling of an individual identified in paragraph (1) of this definition.
- (e) Appointed Seat 7 – Baccalaureate Degree Representative . Must be currently and primarily employed by an institution of higher education that awards the baccalarate degree and is accredited by an agency recognized by the United States Secretary of Education. This employment must be as (i) an instructor of courses that apply toward the baccalaureate degree or higher credential, (ii) as an administrator whose responsibilities include one or more academic programs that offer the baccalaureate degree or higher credential or (iii) a combination of such teaching and administrative work. In addition to this present employment, the individual who holds this seat must have a minimum of ten years prior employment that meets these criteria.

If you have any comments regarding the proposal above, please submit them to cmoneymaker@abhes.org or by mail or facsimile to the ABHES office by **May 24, 2011**.