

**Committee on Accreditation Report**  
**October 2015**

On October 17 – 19, 2015 the COA met in Indianapolis, Indiana at the Embassy Suites. During the three days of deliberations the COA met with 12 schools and evaluated responses from 10 others.

The COA took the following actions:

- 6 programs were reaccredited for 7 years
- 1 program were reaccredited for 5 years
- 2 programs were reaccredited for 3 years
- 2 programs were granted initial accreditation
- 1 program was placed on 'Show Cause' pending outcome of a scheduled Focus Visit

The Committee addressed 8 schools with stipulations regarding various standards, primarily issues related to Standards 3 and 11. The COA intends to collaborate with the Program Committee for a seminar during the April 2016 ABFSE Annual Conference to address assessment and particularly Standard 3 (Aims and Objectives) and Standard 11 (Program Planning and Evaluation/Assessment). The seminar is intended to help participants understand how to assess their program's Aims and Objectives and share examples of some successful evaluation techniques. This suggestion came from the College and University Council (CUC) during the April 2015 meeting.

In response to questions and some criticism that ABFSE education focuses on embalming and does not require participation in funerals, the COA appointed a Task Force to evaluate 'student participation in funerals.' The Task Force proposal was accepted by the COA and the ABFSE office will distribute the proposal to the membership for comments by March 1, 2016. Intended implementation date is Fall 2017.

The COA also revised the B-6 form (Curriculum Distribution). The Business Management section is to be renamed Business, Management and Professional. Cremation and Business Communications will be included in the newly named section. Communications will be removed from the Social Science/Humanities section. The credit requirement for the new Business, Management, Professional section will be raised to 16 and the requirement for the Social Science/Humanities section will be reduced to 6 credits.

In addition, the Standards will be revised so that the courses referenced in the Standards match the names of the approved course outlines. (Standards: 6.3.1, 6.5.1, 6.6.1, 6.7.1, 6.8.1 d). This revision of the Curriculum Distribution will also be distributed to the ABFSE membership for comments.

COA implemented a Task Force on Ethics & Complaint Investigation and their recommendations will be shared with the ABFSE membership and added to the standards.

The COA discussed issues regarding Faculty without Masters, Standard 7.2.2. The committee wants to improve awareness of the five year window for full time faculty to earn the master's degree. The COA adopted a Faculty without Masters Acknowledgement letter to be completed by new faculty. This will be added to Appendix B as Form B-8.

The COA discussed a potential dues increase to acquire technology which would allow for an improved method to submit the self-study and improve work flow processes in the ABFSE office.

Executive Director, Robb Smith, and a COA sub-committee will work on revisions to the Annual Report which will allow ABFSE to account for the number of students enrolled in non-accredited programs and in degree completion programs (i.e. earn Bachelor degree after initial graduation from an accredited program). Appendix J will also be revised to include exemptions to the job placement and graduation data. (note: the Exemptions for NBE pass rate have already been updated.)

While not in the standards, it is recommended that schools offering Distance Learning publicly disclose any states where they are not authorized to operate.