

# Draft I: Proposed Revisions to the *Handbook 2022*

ACCREDITING COMMISSION FOR COMMUNITY AND PRECOLLEGIATE ARTS SCHOOLS

October 27, 2022

---

**OFFICIAL NOTICE.** This constitutes the official notice of proposed revisions to the *Handbook* forwarded in advance as required by the CAAA Bylaws.

**Note:** All proposed revisions are indicated in red.

Following the current comment period, a second proposal of these amendments will be presented to representatives of ACCPAS accredited institutions in December for further review and comment.

**VOTE SCHEDULED.** A final text of these proposed revisions will be presented to the CAAA Board of Trustees for a vote in January 2023.

Rationales for these changes are provided at the end of the document on page 4.

---

**COMMENT PERIOD I**  
**October 27 – November 26, 2022**

Jenny Rebecca G. Kuhlmann  
Management Associate for Communications and Publications  
ACCREDITING COMMISSION FOR COMMUNITY AND  
PRECOLLEGIATE ARTS SCHOOLS  
11250 Roger Bacon Drive, Suite 21  
Reston, Virginia 20190

Email: [jkuhlmann@arts-accredit.org](mailto:jkuhlmann@arts-accredit.org)  
Phone: (703) 437-0700, Extension 112  
Facsimile: (703) 437-6312

Website: <https://accpas.arts-accredit.org>

## Standards for Community and Precollegiate Arts Schools and Programs

— Action by the CAAA Board of Trustees —

**ACCPAS Handbook 2022—Page 10**

Standards for Community and Precollegiate Arts Schools and Programs

II. Purposes and Operations

E. Faculty and Staff

4. Responsibilities and Time Conditions

b. Guidelines, Recommendations, and Comment

***Amend II.E.4.b.(1) as follows:***

- (1) Institutions use a variety of methods for calculating teaching loads. The choice of method is the prerogative of the institution. **When determining loads, it is recommended that institutions consider the means (such as on**

ground, hybrid, fully online) by which educational programs are delivered.

## Appendix I.D.

— Action by the CAAA Board of Trustees —

ACCPAS Handbook 2022—Pages 35–36

### Appendix I.D., Distance Learning

*Amend as follows:*

#### APPENDIX I.D.

#### DISTANCE LEARNING

1. **Definitions.** ~~Distance learning involves programs of study conducted entirely or partially away from regular in-person interactions between teachers and students in classrooms, studios, tutorials, laboratories, and rehearsals associated with coursework and programs on the campus. Normally, distance learning uses technologies to deliver instruction and support systems, and enables substantive interaction between instructors and students. Technologies include, but are not limited to:~~
  - a. **Distance Learning.** ~~Involves programs of study delivered entirely or partially away from regular face-to-face interactions between teachers and students in studios, classrooms, tutorials, and laboratories associated with coursework and programs on the campus. Normally, distance learning uses technologies to deliver instruction and support systems, and enable substantive interaction between instructor and student either synchronously or asynchronously. Technologies include, but are not limited to:~~
    - (1) ~~a.~~ The Internet;
    - (2) ~~b.~~ One- and/or two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, or wireless communications devices;
    - (3) ~~c.~~ Audio conferencing; or
    - (4) ~~d.~~ Other media ~~Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs, are used in a course in conjunction with any of the technologies listed in (1)–(3) a–c. above.~~
  - b. **Substantive Interaction.** ~~Involves engaging students in teaching, learning, evaluation, and assessment as related to the course of study in which the student is enrolled. It also includes, but is not limited to, at least two of the following:~~
    - (1) ~~Providing direct instruction;~~
    - (2) ~~Assessing and/or providing feedback to students regarding their course of study;~~
    - (3) ~~Providing information and/or responding to questions regarding the content of a course and/or required competencies;~~
    - (4) ~~Facilitating group discussion regarding the content of a course and/or required competencies; and~~
    - (5) ~~Other instructional opportunities and/or initiatives deemed appropriate by the institution intended to support and advance a student’s course of study.~~
2. **Means.** ~~The distance aspect of these programs may be delivered through a variety of means, including teaching and learning through electronic systems. Regardless of the means employed, an institution shall ensure that regular interaction between a student and an instructor(s), prior to the student’s completion of~~

course of study, takes place through:

- a. The provision of opportunities for substantive interactions with the student on a predictable and regular basis commensurate with the length of time and the breadth of the student's course of study; and
- b. Monitoring the student's academic engagement and success, and ensuring that instructors are responsible for promptly and proactively engaging in substantive interaction with a student as needed as indicated by such monitoring, or upon request by the student.

### 3. Standards Applications

- a. Distance learning programs must meet all ACCPAS operational and curricular standards for programs of their type and content. This means that the functions and competencies required by applicable standards are met even when distance learning mechanisms predominate in the total delivery system.
- b. Programs in which more than 40% of their requirements are fulfilled through distance learning will be designated as distance learning programs in the CAAA/ACCPAS Directory List.

### 4. Standards

#### a. Purposes and Resources

- (1) ~~1~~ Purposes shall be clear. The institution must demonstrate that such purposes can be delivered through **current or** proposed systems of distance learning.
- (2) **Expectations with regard to competency development and the acquisition of knowledge and skills shall be consistent among curricular programs whether offered through on ground, hybrid, or distance learning means. This applies to both lecture and studio coursework.**
- (3) ~~2~~ The institution must provide financial and technical support commensurate with the purpose, size, scope, and content of its distance learning programs.
- (4) ~~3~~ Any sustained enrollment growth must be accompanied in a timely manner by a corresponding growth in resources and support systems.

#### b. Delivery Systems, Verification, and Evaluation

- (1) ~~1~~ Delivery systems must be logically matched to the purposes of each program. Delivery systems are defined as the operational interrelationships of such elements as program or course content, interactive technologies, teaching techniques, schedules, patterns of interaction between teacher and student, and evaluation **expectations and** mechanisms.
- (2) ~~2~~ The institution must have processes that establish that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives credit (if any). Verification methods are determined by the institution and may include, but are not limited to, secure login and password protocols, proctored examinations, and new or other technologies and practices.
- (3) ~~3~~ The institution must use processes that protect student privacy and notify students of any projected or additional student charges associated with verification of student identity at the time of registration or enrollment in distance education programs.
- (4) ~~4~~ Specific opportunities for student evaluations shall be established throughout the time period of each course or program.

**c. Technical Prerequisites**

- (1) ~~1~~ The institution must determine and publish for each distance learning program or course (a) requirements for technical competence, and (b) any technical equipment requirements. The institution must have means for assessing the extent to which prospective students meet these requirements before they are accepted or enrolled.
- (2) ~~2~~ The institution shall publish information regarding the availability of academic and technical support services.

**d. Program Consistency and Equivalency**

- (1) ~~1~~ The institution shall have mechanisms for assuring consistency in the application of policies, procedures, and standards for entering, continuing, and completing the course or program.
- (2) ~~2~~ When an identical program, or a program with an identical title, is offered through distance learning as well as on campus, the institution must be able to demonstrate functional equivalency in all aspects of each program. Mechanisms must be established to assure equal quality among delivery systems.

- e. Communication with Students.** Instructions to students, expectations for achievement, and evaluation criteria must be clearly stated and readily available to all involved in a particular distance learning program. Students must be fully informed of means for asking questions or otherwise communicating with instructors and students as required.

**NOTE: Rationale for Changes**

The rationale for the changes proposed above are as follows:

1. *Standards for Community and Precollegiate Arts Schools and Programs, II.E.4.b.(1):* To recommend the inclusion of consideration of the means of delivery when determining teaching loads.
2. *Appendix I.D.:* To align with federal regulation and guidelines.