The Application Process
Understanding the IERs
(Institutional Eligibility Requirements)

2017 TRACS Annual Conference
* a. A Biblical foundation statement (1.1, 1.2) Biblical foundations statement
* b. A mission statement (2.1) Mission statement
* c. Measurable institutional objectives which are consistent with the institution’s mission (2.2) List of institutional objectives
* d. A Christian Philosophy of Education (3.1) Philosophy of Education
a. A legally established and functioning board with at least 5 voting members (6.1, 6.1.b.). List of members with names, addresses and occupations

b. Legal authority to operate from the government of the state or country in which it is located, including all teaching sites and branch campuses (5.1, 13.1.a, and 14.1.a). Copy of the document from the appropriate government agency granting permission to operate as an educational institution

c. A set of board-approved by-laws within which the board operates (6.1). Copy of the by-laws
IER # 3 - ADMINISTRATION AND STAFF

The institution has...

* a. A full-time Chief Executive Officer who is appointed by the Board (6.8) Copy of the contract for the full-time CEO
* b. The Chief Executive Officer has the authority to carry out the published board policies and procedures (7.2) Copy of the by-laws demonstrating such authority
* c. A full-time Chief Academic Officer with the appropriate graduate degree(s) from an accredited institution. (7.4). Copy of the contract for the full-time CAO and credentials of CAO
* d. Other administrative or leadership team members and staff sufficient in number and competence to give direction to the major operational areas of the institution (7.5) List of all administrative or leadership team members with qualifications
* e. Complete job descriptions for all administrators and staff (7.3) Copies of job descriptions for all administrators and staff
* f. An organizational chart that clearly depicts lines of administrative responsibility (7.1). Copy of organizational chart
IER # 4 - PUBLICATIONS AND POLICIES

The institution has...

* c. A Catalog (or Catalogs, if appropriate) (9.9) Copy of Catalog(s)
* d. A Faculty Handbook (9.10) Copy of Faculty Handbook
* e. A Student Handbook (9.11) Copy of Student Handbook
IER # 5 - EDUCATIONAL PROGRAMS

The institution has...

* a. A minimum of one post-secondary educational program which meets national norms and supports the mission and institutional objectives (11.1, 11.2) Course listing of all programs including the number of units

* b. Learning outcomes for each academic program (11.4.a, 19.5) Listing of specific measurable outcomes for each program
c. Appropriate general education requirements for each undergraduate degree (11.16) Detailed listing of general education requirements (undergraduate only) by category

d. An adequate number of students enrolled in each program (11.10) Listing of student enrollment by headcount for each program for the past five years (if applicable)
a. At least one full-time, contracted, academically and spiritually qualified faculty for each major/program area offered, including general education for undergraduate programs (15.1) List all majors and programs identifying the qualified (list degrees) full-time, contracted faculty member(s) assigned to head each major / program area

b. A sufficient number of qualified faculty to provide the instruction needed for the programs offered (15.2) List all majors and programs identifying the qualified (list degrees) part-time faculty member(s) assigned to each major / program area
<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees and Discipline</th>
<th>Courses Taught</th>
<th>Other Qualifications or Experience</th>
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</thead>
<tbody>
<tr>
<td>Smith, Joseph P.</td>
<td>M.A. History – Ideal University (1985)</td>
<td>HI 101 (U) US History</td>
<td>• Made 25 speeches to civic and professional groups</td>
</tr>
<tr>
<td></td>
<td>B.A. Political Science – Ivy College (1980)</td>
<td>HI 303 (U) History of the South</td>
<td>• Holds AAAA Social Studies Educator License in Secondary Education</td>
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<td></td>
<td>History (25 GSH) Political Science (12 GSH)</td>
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<td>• Board Member of the State Historical Society</td>
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<td></td>
<td></td>
<td></td>
<td>• One book in publication</td>
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<td></td>
<td></td>
<td></td>
<td>• Published in professional journals</td>
</tr>
<tr>
<td>Jones, David S.</td>
<td>Ph.D. Marketing – City University (1979)</td>
<td>MKT 680 (G) General Marketing</td>
<td>• 5 years work experience in professional sales with Parke-Davis</td>
</tr>
<tr>
<td></td>
<td>M.B.A. Soho University (1975) (21 graduate hours – Accounting)</td>
<td>ACCT 201 (U) Intro to Accounting</td>
<td>• 2 years experience as Director of Marketing at University of M.</td>
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<td></td>
<td>B.A. Accounting – Giant College (1970)</td>
<td></td>
<td>• 6 Regional Admissions Awards</td>
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<td></td>
<td>Marketing (24 GSH) Accounting (18 GSH)</td>
<td></td>
<td>• 1 National Award Advertising</td>
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<td></td>
<td></td>
<td></td>
<td>• Director of Business Development at the University of G.</td>
</tr>
<tr>
<td>Miller, Jean B.</td>
<td>B.S. Business Education – Wilson State University (2000)</td>
<td>AOT 2213 (U) Office Systems AOT 1233 (U) Intro to Records Management</td>
<td>• AA Certification in Computer Applications from Grand University</td>
</tr>
<tr>
<td></td>
<td>A.A. Office Technology - Soho Technical College (1998)</td>
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<td>• 29 years teaching experience at the High School level</td>
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<td></td>
<td>General Business Courses (18 GSH)</td>
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<td>• Member of National Business Education Association</td>
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<td></td>
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<td></td>
<td>• Senior College MBEA board representative</td>
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<td></td>
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<td></td>
<td>• National Future Business Leader of America Advisor of the Year</td>
</tr>
</tbody>
</table>
IER #7 - FINANCES
The institution has...

* a. Certified external audits which demonstrate adequate finances to support the institutional purpose and programs (17.4.c) Copies of the two most recent certified external audits along with any management letters

* b. Evidence that finances will continue to support the programs (17.1, 17.7) A copy of the institution’s five-year financial plan and a line of credit or contingency reserve equal to 10% of the annual operating budget.
IER #8 - INSTITUTIONAL EFFECTIVENESS
The institution has...

* a. A comprehensive, board approved assessment plan which is in use (19.1) A copy of the institution’s comprehensive assessment plan and a copy of board minutes of the meeting at which the plan was approved
* b. A comprehensive, board-approved strategic plan which is in use (20.1) A copy of the institution’s comprehensive strategic plan and a copy of board minutes of the meeting at which the plan was approved
IER # 9 - LEARNING RESOURCES

The institution...

* a. Adequately supports the educational programs offered (21.2) Documentation of on-going support of adequate learning resources for programs offered

* b. Employs an adequate number of professionally qualified library staff (21.4) Listing of library / learning resource staff with appropriate credentials
IER # 10 – FACILITIES
The institution’s ...

* a. Facilities must be adequate for all learning activities
  (22.1) Facilities plan and class schedule with room / lab assignments for current semester
Questions?