

APPENDIX A ORGANIZATION AND STRUCTURE

ACA §6-61-301, §6-2-107, and §6-2-111 empower the Arkansas Higher Education Coordinating Board (AHECB) with the authority to provide for the orderly development of higher education and to protect its citizenry from fraudulent or inferior programs. The cited code is provided in Appendix B.

Institutions that Require Certification

Certification by AHECB is required to offer a college-level course/degree program that is customarily granted by colleges or universities accredited by an accrediting agency recognized by the U.S. Department of Education. Institutions which must have AHECB certification prior to offering any coursework include:

- Non-public postsecondary education institutions and out-of-state postsecondary education institutions offering college-level courses/degree programs in Arkansas. This certification requirement also applies to institutions offering college-level courses or degrees by correspondence or distance delivery.
- A newly chartered and established postsecondary college or university in the state of Arkansas which proposes to offer college-level courses/degree programs. This does not include a school covered by Arkansas Code §6-51-601—617, or a school that is regulated by the State Cosmetology Board.

Arkansas Higher Education Coordinating Board

The AHECB is empowered to establish the criteria required for certification and to promulgate rules and regulations for the purpose of carrying out the provisions of Arkansas Code §6-61-301. It is charged with the final responsibility for decisions regarding course/degree program and institutional certification and other matters involving Arkansas non-public and out-of-state postsecondary education institutions.

The AHECB will appoint individuals to the Institutional Certification Advisory Committee (ICAC) to assist AHECB in its responsibility regarding certification.

The AHECB will make the final determination in all instances. Hearings and actions will take place at scheduled meetings of AHECB unless a special meeting is called for those purposes.

Arkansas Department of Higher Education

The Director of the Department of Higher Education (ADHE) or designee serves as presiding officer of ICAC and ensures that staff services for the ICAC are provided.

ADHE personnel serves as the staff of AHECB and ICAC regarding all letters of notification and applications for certification under ACA §6-61-301, §6-2-107 and §6-2-111. All formal communications should be addressed to or signed by the Director of the Arkansas Department of Higher Education or designee.

Institutional Certification Advisory Committee

The Institutional Certification Advisory Committee (ICAC) meets four times a year, prior to the AHECB meetings. ICAC will assist in the development of rules, regulations, and criteria related to certification. Requests for certification will be reviewed by ICAC, which in turn will make recommendations to AHECB.

ICAC meetings are held quarterly at the Arkansas Department of Higher Education in Little Rock, Arkansas or via conference call.

The Institutional Certification Advisory Committee consists of nine voting members, each with a nine-year term. Members include:

- Two (2) non-public postsecondary education institution chief administrators or designee.
- Two (2) public postsecondary education institution chief administrators (one representing two-year community colleges; one representing four-year colleges and universities) or designee.
- Two (2) chief administrators of proprietary schools which are licensed by the State Board of Private Career Education, or designee.
- The Director of the Arkansas Department of Workforce Education (ADWE), or designee.
- Two (2) legal residents of the state of Arkansas who are not officially affiliated with any postsecondary institution in any state as an employee, board member, or in any other capacity.

ICAC membership and guidelines

- A quorum shall be one more than half of the current voting ICAC positions filled at the time of the ICAC meeting.
- One nine-year term will expire annually, on the date of appointment.
- The designee for a chief administrator must be a senior administrator.
- An appointment to fill a vacancy for an unexpired term will be made by AHECB; the new member will complete the unexpired term.
- A member will be replaced after three consecutive, unexplained absences.
- Under special circumstances, a member can designate a representative to attend ICAC meetings.

Administrative Procedure Act

The Arkansas Higher Education Coordinating Board, the Institutional Certification Advisory Committee, and the Arkansas Department of Higher Education will follow the provisions of the Administrative Procedure Act.

