

May 1, 2008

Chuck Seibel
Applied English Center
University of Kansas
204 Lippincott
1410 Jayhawk Boulevard
Lawrence, KS 66045-

Dear Chuck:

At its April 2008 meeting, the Commission on English Language Program Accreditation reviewed the application for re-accreditation of the Applied English Center at the University of Kansas. I am pleased to inform you that the Commission has granted accreditation for 10 years, through April 2018. The enclosed Certificate of Accreditation signifies the program's achievement in fully meeting the *CEA Standards for English Language Programs and Institutions*.

In reviewing a program or institution, the Commission seeks to determine that the mission and educational objectives are being communicated and met, that the program or institution is organized so that its mission and educational objectives are supported by adequate human and fiscal resources, and that there is evidence of sufficient financial stability for the site to carry out its educational objectives. The Commission has determined that your program meets these requirements and commends the program for its achievement.

Program strengths:

The Commission found evidence of the Center's strengths in all of the standards areas, most notably with respect to curriculum, faculty, administration and student services.

- An established collegiality exists among the faculty and "faculty/administrators" which makes for a work environment in which all members of the faculty assist one another and work smoothly together for the good of the Center and its students.
- The decision-making processes by which the program operates give voice to all faculty members and allows them to participate in various aspects of program governance.
- The system of curriculum coordination involves coordination between different sections of the same level, between all skill areas within a level, and within one skill area across levels.
- The administration provides in-house professional development activities as well as financial support to attend relevant national and regional conferences, whether or not the faculty are presenting.

Reporting requirements:

In granting 10-year accreditation, the Commission stipulated no requirements for future reporting. Through a review of the response to the concerns raised by the site review team, the Commission found that the standards are met.

Public Announcement

CEA will make the accreditation status public through distribution to various professional groups. The program will continue to be listed on the CEA web site with a link to your web site. CEA encourages you to display your accredited status on your web site and in promotional materials as a way to not only promote your program, but also to promote CEA accreditation and the quality it exemplifies. Also, you may announce your accredited status in promotional or informational literature using the following wording:

The Applied English Center at the University of Kansas is accredited by the Commission on English Language Program Accreditation through April 2018 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1725 Duke St., Suite 500, Alexandria, VA 22314 (703.519.2070), www.cea-accredit.org.

Constituent Council

Your membership in the CEA Constituent Council continues (Constituent Council Governing Rules enclosed). As a member, you have the following obligations to CEA:

- to maintain the *CEA Standards* (available on the CEA web site)
- to adhere to CEA policies and procedures (available on the CEA web site)
- to post the *CEA Standards* in a public place, along with the document "Filing a Complaint Against an Accredited Program," (copy enclosed)
- to report any proposed substantive changes (as described in the *Policies and Procedures*)
- to submit an annual report each year of accreditation
- to submit an interim report in place of the annual report in the 5th year of a 10-year accreditation period

The 2008 annual meeting of the Constituent Council will be at the CEA office in Alexandria VA on Tuesday, May 27, from 12:30 – 2:30 during the NAFSA conference in Washington D.C. You will receive specific information about the meeting soon. We hope someone from the program will be able to attend.

Annual Reports and the 5-year Interim Report

Annual reports and annual sustaining fees are due at the beginning of each calendar year of accredited status. Your first annual report will be due in February 2009. A longer interim report will be submitted in place of the annual report in February 2013. A copy of the Interim Report form is attached for your information.

You will receive a template and directions for completing the interim report a year prior to the due date.

Accreditation Fees

Fees continue to be payable by February 15 of every year. You have paid fees for 2008, and no further fees are due at this time.

The Commission acknowledges that accreditation is an intensive process of self-evaluation and review. It cannot be successfully accomplished without the professional commitment on the part of each faculty and staff member. On behalf of the Commission, thank you for putting your confidence in the CEA accreditation review process. CEA strives to promote the maintenance of the highest standards for English language programs and institutions.

Please contact Terry O'Donnell if you have any questions about the Commission's request for further information.

Sincerely,



Deanna Hochstein, Chair 2008

Enclosures: Certificate of Accreditation, *CEA Standards*, Filing a Complaint against an Accredited Program, Constituent Council Governing Rules, Interim Report Form