



Creating Institutional Resources: Best Practices and Tangible Resources from Georgia

Michael Kaiser and James Cheek | GNPEC

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Who Are We and Why Are We Here?

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Program Manager – Initial Authorization and Exemption. Joined GNPEC in 2018.

Georgia Nonpublic Postsecondary Education Commission (GNPEC)



- GNPEC regulates about 350 institutions with a staff of 14 (including 6 Regulatory Specialists).
- All postsecondary institutions outside of the University or Technical College systems.



GEORGIA NONPUBLIC POSTSECONDARY
EDUCATION COMMISSION

Session Agenda and Goals

1. Define "Institutional Resources" and tell you what led us to create them for the institutions we work with.
2. Share the resources we've developed in Georgia.
3. Start a conversation about how state agencies can share resources with each other and take it to the Listserv.

You Are Going to Have to Talk.

- State Agencies: Do you offer resources to your schools?
- Institutions: Have you had access to institutional resources in the states you work with?

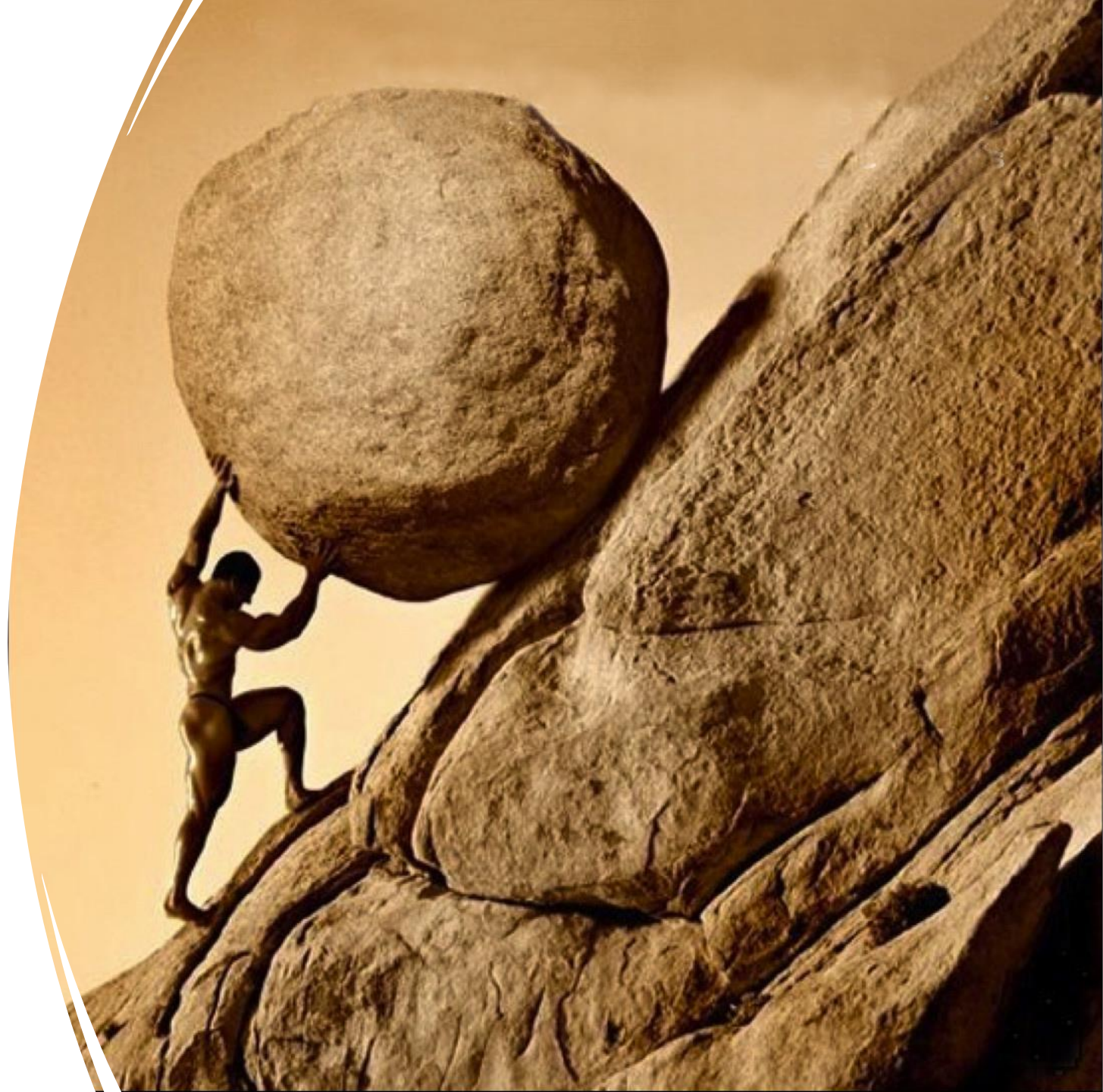


What Factors Were We Responding To?

- Changing Institutional Landscape
- Improving Customer Service
- Internal Program Evaluation Challenges
- Need to Improve Institutional Record-Keeping

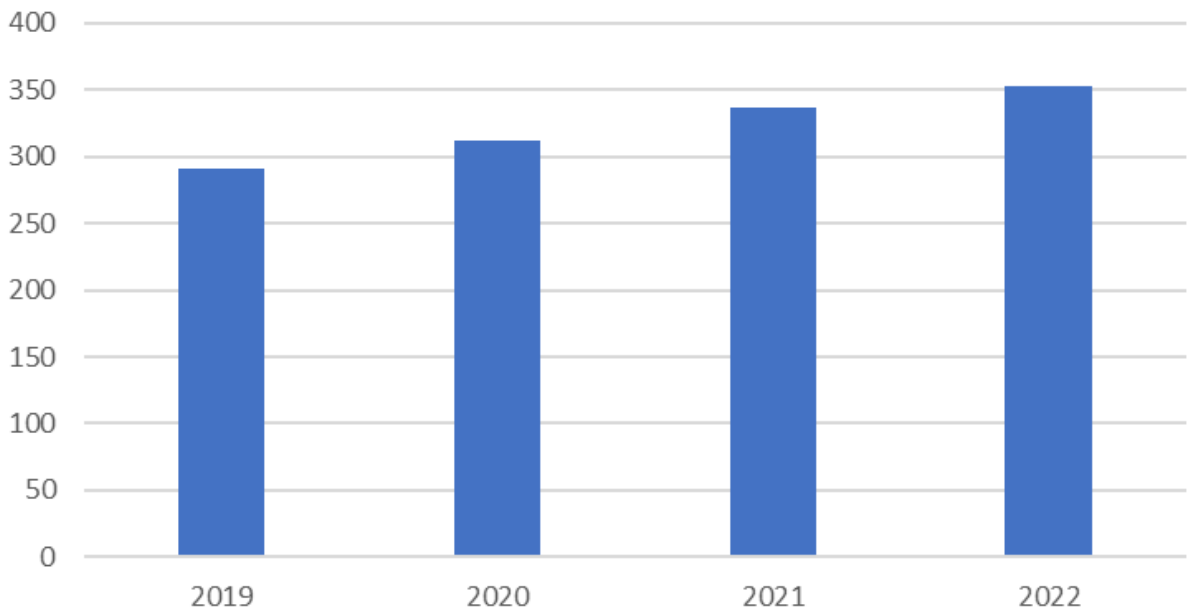
Regulatory Specialist Staff Members

- The RS staff are the most valuable resource our institutions have.
- We've invested in this through improved/reinvented training, checklists, clarifying procedures, etc.

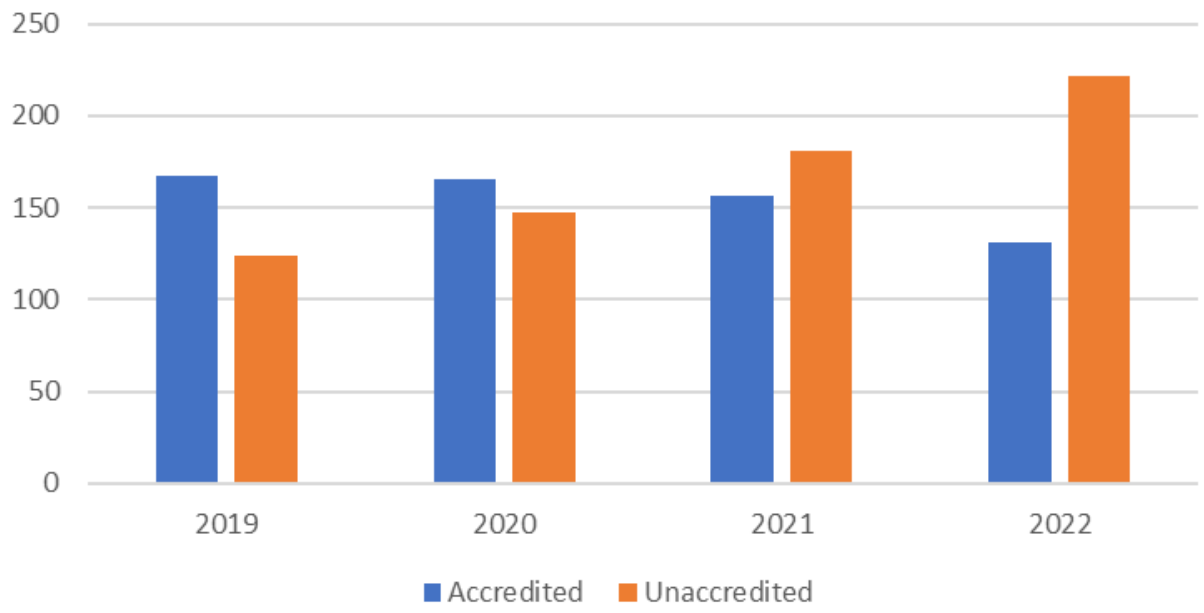


Changing Institutional Landscape

Total Authorized Institutions



Accredited v. Unaccredited



Example: Refund Calculator

Instructions

Complete the green cells below to calculate the refund due to the student, if any.

Refund Calculator	
Total Clock Hours for Program	100
Total Cost of Program (less nonrefundable fees)	\$ 1,850.00
<i>Tuition</i>	\$ 1,500.00
<i>Refundable Fees</i>	\$ -
<i>Nonrefundable Fees (cannot exceed \$150)</i>	\$ 150.00
<i>Other Costs</i>	\$ 350.00
Total Clock Hours Completed by Student	20
Percentage of Program Completed by Student	20%
Percentage of Refund Owed to the Student	80%
Is a refund due to the student?	YES
Total Refund due to the Student	\$ 1,480.00

After receiving feedback and observing that unaccredited schools were struggling with calculating refunds, GNPEC developed a refund calculator that would streamline the process.

Internal Program Evaluation

- The goal was efficiency and consistency of programmatic review.
- It required consistent program information from institutions.



Improved Site Visits and Student Files

- Student/Faculty File review at annual site visit.
- GNPEC is repository for closed school files.



GNPEC's Institutional Resources

- General Authorization Related Resources
- Program Resources
- Site Visit/Record-Keeping Documents.



Review Documents and Discuss

- What do you like about these documents? What could be better?
- Would this work for your agency or school?
- Do you have something similar or better?
- What ideas do you have for resources that would work for you?



KEEP
CALM
YOU'RE
ALMOST
DONE

Next Steps: Listserv – Sharing is Caring!

- Please share any resources you have, both internal and external, through the NASASPS Listserv over the next few weeks.
- Students and institutions from across the nation can benefit from this group providing the highest quality of assistance to the schools we regulate.



Questions?

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Thank you!

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