

# Addendum to the NASAD Handbook 2017-18

## NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

December, 2018

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As noted below, the NASAD Board of Directors, Commission on Accreditation, and Membership approved these revisions during votes which took place during the NASAD Annual Meeting in October 2018.

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### CONSTITUTION

—Action by the NASAD Membership—

NASAD Handbook 2017-18—Page 6

#### Constitution

#### Article XI., Amendments

*Amend Article XI. as follows:*

The Constitution of the Association may be amended by a two-thirds vote of the **delegates members 1)** present and voting at any Annual Meeting at which a quorum is present, **or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met**, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

### BYLAWS

—Action by the NASAD Membership—

NASAD Handbook 2017-18—Page 16

#### Bylaws

#### Article VII., Meetings and Voting

*Add new Section 3. as follows:*

**Section 3.** Attendance at the Annual Meeting is strongly encouraged for designated institutional representatives of accredited institutional members. Accredited institutional members may send multiple representatives; however, only the designated institutional representative of an accredited institutional member may vote on Association business (see Constitution, Article III.). Representatives from applicant institutions and those interested in the work of NASAD are welcome to attend the Annual Meeting.

*Amend Sections 3.–12. as follows:*

**Section 3 4.** The annual meeting of the Board of Directors shall take place prior to the Annual Meeting of the Association.

**Section 4 5.** A special meeting of the Board of Directors may be called at any time and place by the President, or on the request of a majority of the Board upon not less than two weeks notice to each member thereof.

**Section 5 6.** The Executive Committee of the Board of Directors shall meet twice annually and, in addition, may meet at the request of the President or at the request of two members of the Executive Committee.

**Section 6 7.** At special meetings of the Board of Directors, Commission, or Committees, only such business may be transacted as has been stated in the call for the meeting.

**Section 7 8.** A majority of the members of the Board of Directors or of the Commission or any Committee shall constitute a quorum thereof.

**Section 8 9.** A quorum at any regular meeting of the Association shall consist of a majority of official representatives of accredited member institutions holding Membership or Associate Membership.

**Section 9 10.** Attendance at all business meetings of the Association may be restricted, by decision of the presiding officer, to official representatives and alternates.

**Section 10 11.** Notices of meetings and notices of proposals regarding votes or other actions may be sent by various available means, including electronic communications, to member institutions and to members of the Board, Commission, Committees, and other groups consistent with responsibilities and voting powers designated and authorized for each specific group by the Bylaws or other procedural documents of the Association.

**Section 11 12.** A meeting by conference telephone call or other form of electronic communication may be recognized as an approved meeting of the Board of Directors, the Executive Committee, the Commission on Accreditation, and other Committees of the Association.

**Section 12 13.** Votes may be taken during meetings and through electronic communication as long as any requirements for a quorum and notice required in the Bylaws or other procedural documents of the Association applicable to the vote have been met. Votes on specific proposals are conclusive and self-ratifying irrespective of the manner of voting.

#### **NASAD Handbook 2017-18—Page 18**

##### **Bylaws**

##### **Article XI., Council of Arts Accrediting Associations**

##### **Section 3.**

##### ***Amend Section 3. as follows:***

**Section 3.** The Council operates the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS) to review institutions and programs that offer arts study for children, youth, and adults not associated with postsecondary degrees or credentials. Normally, these institutions offer programs in more than one arts discipline. ACCPAS accredits schools but is not a membership organization. The Council establishes the standards used by ACCPAS consistent with standards for non-degree-granting institutions approved by the NASAD membership and by the other member associations for their respective disciplines. The Council also appoints the ~~voting members of ACCPAS.~~ Chair and public member of ACCPAS, and ratifies the voting member appointments to ACCPAS made by the Presidents of member associations.

#### **NASAD Handbook 2017-18—Page 20**

##### **Bylaws**

##### **Article XV., Amendments**

##### ***Amend Article XV. as follows:***

These Bylaws may be amended by a majority vote of the ~~delegates members~~ 1) present and voting at any Annual Meeting at which a quorum is present, ~~or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met,~~ provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

# CODE OF ETHICS

—Action by the NASAD Membership—

NASAD Handbook 2017-18—Page 22

Code of Ethics  
Article VI., Amendments

*Amend Article VI. as follows:*

The Code of Ethics may be amended by a majority vote of the ~~delegates~~ members 1) present and voting at any Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least four weeks prior to said meeting.

## RULES OF PRACTICE AND PROCEDURE, PART I

—Action by the NASAD Board of Directors—

NASAD Handbook 2017-18—Page 25

Rules of Practice and Procedure, Part I  
Article II., Procedures Regarding Petition for Review of Non-Accreditation Decisions  
Section 3. Procedures for Petition

*Amend Section 3.E. as follows:*

- E. If the above procedure fails to reach a resolution of the matter, the Executive Director, with approval of the other officers, shall have the power to appoint a review panel comprising three persons, none of whom shall be members of the body against whose decision the petition is filed.

The work of the review panel shall be conducted in such a manner to minimize costs to the petitioner and to the Association. If necessary, the review panel may conduct hearings either in person, ~~or~~ by conference telephone call, or by other forms of electronic communication. All work of the review panel shall be conducted in accordance with due process and according to the Constitution, Bylaws, Code of Ethics, and Rules of Practice and Procedure of NASAD.

If circumstances require the review panel to meet at a time other than the NASAD Annual Meeting, the NASAD Finance Committee shall designate a procedure for equitable distribution between the petitioning institution or individual and NASAD of all costs for such a meeting or hearing.

The review panel may either recommend affirming the decision, or recommend that the body in question reconsider the decision, giving reasons in either case.

## RULES OF PRACTICE AND PROCEDURE, PART II

—Action by the NASAD Commission on Accreditation—

NASAD Handbook 2017-18—Page 27

Rules of Practice and Procedure, Part II  
Article I., Institutional Membership  
Section 3. Curricular Requirement and Review Scope

*Add new paragraph to Section 3.C. as follows:*

- C. The Commission will grant Membership or renewal of Membership only when every curricular program leading to a degree or other postsecondary credential, or record of completion in a field or specialization of art or design, and the institution's art and design programs as a whole meet the published standards of the Association. This includes, but is not limited to, programs at the undergraduate and graduate levels, and distance learning programs, if offered. It also includes programs developed in the interim between full reviews.

Postsecondary non-degree-granting programs offered by degree-granting institutions will be listed by NASAD only when their objectives and structure indicate a discrete curricular offering and when they require 30 or more semester hours (45 quarter hours) or clock-hour equivalent at the undergraduate level, or 15 or more semester hours (22 quarter hours) or clock-hour equivalent at the graduate level. When the purpose is to offer shorter programs of a workshop nature, or programs that provide supplemental credentials for students enrolled in undergraduate or graduate degree programs, the programs will be reviewed by the Commission on Accreditation, but not listed by the Association. All postsecondary non-degree-granting programs will be reviewed using standards outlined in the *Handbook* specifically intended for non-degree-granting institutions.

## STANDARDS FOR ACCREDITATION

—Action by the NASAD Membership

### NASAD Handbook 2017-18—Page 54

#### Standards for Accreditation

##### I. Basic Criteria for Membership

##### B. Degree-Granting Institutions

##### *Amend B.2. as follows:*

2. The institution shall offer at least one ~~degree program~~ **complete curriculum** (e.g., Bachelor of Fine Arts, Bachelor of Arts with major in Art, et al.) or shall provide the visual arts/design component of a degree program offered in conjunction with an accredited degree-granting institution, **that meets all applicable standards.**

### NASAD Handbook 2017-18—Page 66

#### Standards for Accreditation

##### II. Purposes and Operations

##### G. Library and Learning Resources

##### 5. Services

##### *Add new II.G.5.b. as follows:*

##### a. Standards

- (1) The institution shall maintain appropriate hours of operation for the library.
- (2) There must be convenient access to the library holdings in art and design through complete and effective catalogs, indexes, and other appropriate bibliographical tools.
- (3) There must be access to the holdings of other institutions through union catalogs, cooperative network facilities, photoduplication, and interlibrary loan.
- (4) Instruction in the use of the art/design collection shall be provided.

- b. Guideline.** Institutions should assist students to develop functional capabilities with regard to library information systems including, but not limited to, the use of current tools, resources, and technologies necessary to support research and promote inquiry in their chosen field of study.

**Standards for Accreditation**

**II. Purposes and Operations**

**H. Recruitment, Admission-Retention, Record Keeping, and Advisement**

**1. Standards**

***Amend 1.f. as follows:***

- a. Communications with prospective students and parents must be accurate and presented with integrity.
- b. As a matter of sound educational practice, institutions recruit and admit students only to programs or curricula for which they show aptitudes and prospects for success.
- c. Recruitment goals, policies, and procedures shall be ethical, controlled by the institution, compatible with the goals and objectives of the art and design unit, and free of practices that compensate recruiters directly on an individual or aggregate per-student-yield basis or otherwise create conflicts of interest for recruitment personnel or the institution.
- d. Admissions evaluation procedures and advising services must be clearly related to the goals and objectives of the institution's art and design programs.
- e. Admission to particular programs of art/design study must be correlated to the institution's ability to provide the requisite coursework and experiences at the appropriate level for all students enrolled.
- f. **Student R**etention policies must be:
  - (1) Appropriate to the purposes of the institution's curricular programs;
  - (2) Clearly defined;
  - (3) Published for students and faculty; and
  - (4) Applied with rigor and fairness.
- g. The institution shall inform a student promptly if it is determined that he or she is not acceptable as a candidate for a degree, certificate, or diploma.
- h. The institution shall maintain accurate, up-to-date records of each student's educational progress, including courses taken, grades and/or credits earned, and the results of other appropriate evaluations.
- i. Accredited members shall maintain documents pertinent to the awarding of graduate degrees, including theses, scripts, dissertations, and portfolios.
- j. Advising must address program content, program completion requirements, potential careers or future studies, and art/design-specific student services consistent with the natures and purposes of visual arts and design degrees and programs being offered. Institutions must provide students with written documents and advising that describe all requirements and the purposes for their programs.

**Standards for Accreditation**

**II. Purposes and Operations**

**K. Articulation with Other Institutions**

***Amend K.2. as follows:***

- 2. **Guideline.** Baccalaureate degree-granting art/design units are expected to assume joint responsibility for working cooperatively to facilitate the articulation between community and two-year college and four-year college programs: for example, the development of **clear and functional understandings and agreements**, validation examinations, state and/or regional articulation committees, and procedures for maintaining current information regarding credit and admission policies (see Standards for Accreditation **II.1.1.b.(10)** and III.A.3. for standards regarding transfer of credit).

**NASAD Handbook 2017-18—Page 82**

**Standards for Accreditation**

**III. Art and Design Program Components**

**K. Non-Degree-Granting Programs for the Community**

*Add new III.K. as follows:*

- 3. Opportunities.** Community education programs are encouraged to provide cultural opportunities to the communities they serve. When planning programs of study and cultural activities with and for the community, consideration should be given to, and informed by, the heritage of the community in which the institution operates.

**NASAD Handbook 2017-18—Page 89**

**Standards for Accreditation**

**VI. Two-Year Degree-Granting Programs**

**A. Purposes and Protocols**

*Amend A.1. and 2. as follows:*

- 1. Purposes.** Two-year degree-granting programs in art or design are normally offered within the following general contexts:
  - a. Enrichment programs for the general college student.
  - b. ~~e.~~ Degrees, certificates, or curricular offerings having ~~a technical occupational emphasis; an occupational or vocational emphasis and not intended to prepare for transfer.~~
  - c. ~~a.~~ Curricular offerings providing instruction in art or design as an element of liberal education, without the intention of training for art or design occupations.
  - d. ~~b.~~ Degrees or other curricular programs intended to prepare students for transfer and continuing study toward either liberal arts or professional baccalaureate degrees in art or design.
- 2. Standards Applicability**
  - a. Associate or other degree programs offering art or design courses in a two-year program of occupational studies not intended for transfer should follow standards and guidelines for two-year vocational programs (see Standards for Accreditation VI.B.).
  - b. ~~a.~~ Associate degree programs offering art or design courses in a two-year program of liberal studies follow the standards and guidelines for degree-granting institutions offering liberal arts degrees.
  - c. ~~b.~~ Associate degree programs offering art or design courses in a curriculum intended to lead, by transfer, to baccalaureate degree programs follow the standards and guidelines for degree-granting institutions offering liberal arts or professional degrees, as appropriate to the objectives of the program.
  - d. ~~e.~~ Institutions offering two-year degree-granting programs in art or design with objectives outlined in Standards for Accreditation VI.A.1.~~a.~~ c. and ~~b.~~ d. shall be reviewed by standards equivalent to the first two years of a four-year baccalaureate program. At least 3 semester hours of art/design history are required; 6 semester hours are strongly recommended.

**NASAD Handbook 2017-18—Page 134**

**Standards for Accreditation**

**XIV. Graduate Programs in the Visual Arts and Design**

**A. Fundamental Purposes and Principles**

**4. Creative Work, Inquiry Research, and Scholarship**

*Amend 4.a. as follows:*

- a. Professional work in art and design specializations is produced through creative endeavor, inquiry, and investigation. Each type of work and each individual work in art or design exhibits specific intent, content, methodology, and ~~product~~ achievement of desired result. Individual or group decisions about these four elements shape the ways that creativity, inquiry, and investigation are used to produce work in various artistic, scholarly, research, pedagogical, or other specializations. Competency to practice in one or more fields of specialization includes the ability to conduct the types of creative work, inquiry, and investigation normally associated with the specialization(s) chosen.

**NASAD Handbook 2017-18—Page 135**

**Standards for Accreditation**

**XIV. Graduate Programs in the Visual Arts and Design**

**A. Fundamental Purposes and Principles**

**7. Preparation for the Professions**

***Amend 7.a. as follows:***

- a. **Career Development.** Many of those who earn graduate degrees in art and design will be engaged for several decades in a variety of artistic and art- and design-related professions. Students should be encouraged to acquire the ~~professional development skills~~ career development and entrepreneurial techniques, and develop connections and records of achievement necessary to (1) advance themselves according to consistent with expectations and practices in their area of specialization, and (2) fulfill their own career objectives.

**NASAD Handbook 2017-18—Page 136**

**Standards for Accreditation**

**XIV. Graduate Programs in the Visual Arts and Design**

**C. General Degree Requirements and Procedures**

**1. Credits**

***Amend 1.c. as follows:***

- c. A course may enroll an undergraduate student and maintain its status as being intended for graduate students only if, in the context of that course, the undergraduate student is expected to meet the same standards, do the same work, and otherwise perform as a graduate-level student.

**NASAD Handbook 2017-18—Page 138**

**Standards for Accreditation**

**XV. Admission to Graduate Study**

**E. Basic Language Competencies**

***Amend E. as follows:***

- E. **Basic Language Competencies.** All students admitted to graduate degree study in art and design shall demonstrate sufficient knowledge, ~~and~~ skill, and understanding in English to pursue the required studies.