RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 APR 12 PM 12:43

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.**This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification:*In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):
Postsecondary National Policy Institute

Travel Dates:
04/02/2024 to 04/04/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$725.83	$562.00	$172.46	$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- **The final Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

4/12/24
Date

Rebecca Howard
Printed Name of Traveler

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/12/24
Date

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

● Yes ○ No

Expense Change	Revised Amount	Explanation
Meals	$172.46	Our Thursday morning, April 4th flight to D.C. was canceled, and staff returned to D.C. via Amtrak (see revised itineary/agenda). Since they arrived back home after 5 pm we provided both breakfast and lunch on Thursday, April 4th.
Transportation	$725.83	Our Thursday morning, April 4th, flight to D.C. was canceled, and staff returned via Amtrak (see revised itinerary/agenda). The revised transportation costs include the flight from D.C. to Boston AND the cost of Amtrack back to D.C. on Thursday, April 4th.

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Our Thursday morning, April 4th, flight to D.C. was canceled, and staff returned via Amtrak (revised itinerary/agenda can be emailed).

Were there any additional changes to the pre-approved trip?

○ Yes ● No

Explanation: There were no additional changes to the pre-approved trip.

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220.** Incomplete and late travel submissions will **not** be considered or approved.

Name of Traveler:
Rebecca Howard

Employing Office/Committee:
KAINE, TIM

Private Sponsor(s):
Postsecondary National Policy Institute

Destination(s):
Boston, Massachusetts

Travel Dates:
04/02/2024 to 04/04/2024
NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

As Senator Kaine's education policy lead, this trip will allow me the chance to see how accreditation plays a role in higher education. Senator Kaine is a member of the HELP Committee and is tasked with the responsibility of overseeing and reauthorizing the Higher Education Act.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

2/14/24
Date

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

I Senator Tim Kaine (Print Senator's/Officer's Name) hereby authorize Rebecca Howard (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐ (signify "yes" by checking box)

2/14/24
Date

Signature of Supervising Senator/Officer

Postsecondary National Policy Institute: Accreditation Seminar and Site Visit

Rebecca Howard

Title:
Senior Education and Workforce Policy Advisor

Employing Office/Committee:
KAINE, TIM

Duty Station:
WASHINGTON,DC

Destination(s):
Boston, Massachusetts

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Senator Kaine's education policy lead, this trip will allow me the chance to see how accreditation plays a role in higher education. Senator Kaine is a member of the HELP Committee and is tasked with the responsibility of overseeing and reauthorizing the Higher Education Act.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Postsecondary National Policy Institute

Is your organization classified as a §501(c)(3)?
● Yes ○ No

§501(c)(3) Organization Type
Public Charity

Address
1828 L Street NW

Address 2 (Optional)
Public Charity

City, State Zip
Washington, District Of Columbia 20036 United States

Phone Number
4402235844

Organization URL
pnpi.org

History of Congressional Travel

Since 2012, PNPI has sponsored twenty-four congressional staff seminars on postsecondary topics including federal student aid, student data, and minority-serving institutions.

Educational Activities

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary-related research support. PNPI also offers briefings and boot camps to prospective policymakers and provides leadership training to individuals in the federal education policy sector.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ● I certify that the sponsor is not a foreign government.
- ● I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ● I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

This trip is designed to increase participants' understanding of the process of higher education accreditation. A detailed agenda is attached.

Explain how the purpose of the trip relates to your organization's mission.

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This event is designed to increase congressional staff's knowledge of higher education accreditation.

Is your organization the only sponsor for this trip?

● Yes ○ No

Grantmaking Organizations (Optional)

1. Lumina Foundation
2. The Bill & Melinda Gates Foundation
3. The Kresge Foundation

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ● The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ● The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ● No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ● The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ○ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ○ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ○ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ○ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ○ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Certification of No Recreational Activity and No Alcohol

- ● Travel expenses paid for will not include expenditures for recreational activities.
- ● Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
04/02/2024 @ 11:35 AM

⇄

Trip End Date/Time:
04/04/2024 @ 11:39 AM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

○ Yes ● No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: $415.58 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$343.03
Note round trip airfare		
Ground Transportation	Coach	$72.55
Note shuttle bus		

Lodging (Per Member/Officer/Employee: $562.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/02/2024	04/04/2024	Boston Marriott Long Wharf	Boston	Massachusetts	United States	2	$281.00	No

Meals (Per Member/Officer/Employee: $153.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/02/2024	$0.00	$20.00	$36.00	$0.00	**$56.00**	Boston	Massachusetts	United States	No
04/03/2024	$18.00	$20.00	$36.00	$5.00	**$79.00**	Boston	Massachusetts	United States	No
04/04/2024	$18.00	$0.00	$0.00	$0.00	**$18.00**	Boston	Massachusetts	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $0.00)

Expense Type	Amount	Notes
There are no miscellaneous expenses.		

Additional Attachments

Document Name
There are no additional attachments.

DocuSign Envelope ID: 1DE1850C-FE2D-4438-B5CC-E2B5F6E975B7

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Accreditation Seminar and Site Visit

Travel Date(s): April 2, 2024- April 4, 2024

Travel Destination(s): Boston, MA

Sponsor: The Postsecondary National Policy Institute

MaryEllen McGuire — *(printed name of sponsor representative)*

President — *(title)*

DocuSigned by: MaryEllen McGuire 4E6B30068EBF41E... — *(signature of sponsor representative)*

2/14/2024 — *(date)*

DocuSign Envelope ID: EB064C12-7575-447B-A759-84A7961BA448

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Lumina Foundation for Education, Inc.

Private Sponsor: The Postsecondary National Policy Institute

Trip Name: PNPI's Higher Education Accreditation Seminar and Site Visit

Travel Date(s): April 2, 2024- April 4, 2024

Destination(s): Boston, MA

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- [X] The grantmaking organization is a § 501(c)(3) organization.
- [X] The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- [X] The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- [X] The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- [X] The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Michelle Asha Cooper — *(Printed name of grantmaking organization representative)*

VP of Public Policy and Executiv — *(Title)*

DocuSigned by: Michelle Asha Cooper 1EECB5201DD441D...

(Signature of grantmaking organization representative)

2/13/2024 — *(Date)*

DocuSign Envelope ID: 137F25BE-D6EF-4ACA-89F5-D09097CF2A0E

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Bill & Melinda Gates Foundation

Private Sponsor: The Postsecondary National Policy Institute

Trip Name: PNPI's Higher Education Accreditation Site Visit

Travel Date(s): April 2, 2024- April 4, 2024

Destination(s): Boston, MA

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- [X] The grantmaking organization is a § 501(c)(3) organization.
- [X] The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- [X] The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- [X] The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- [X] The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Kathryn Young — *(Printed name of grantmaking organization representative)*

Senior Program Officer — *(Title)*

DocuSigned by: Kathryn Young 724D86038FA044D... — *(Signature of grantmaking organization representative)*

1/30/2024 — *(Date)*

DocuSign Envelope ID: 4C39C91E-2341-43EB-8412-098D5F8DF836

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: The Kresge Foundation

Private Sponsor: The Postsecondary National Policy Institute

Trip Name: PNPI's Higher Education Accreditation Site Visit

Travel Date(s): April 2, 2024- April 4, 2024

Destination(s): Boston, MA

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- [X] The grantmaking organization is a § 501(c)(3) organization.
- [X] The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- [X] The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- [X] The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- [X] The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Caroline Altman Smith — *(Printed name of grantmaking organization representative)*

Deputy Director, Education — *(Title)*

DocuSigned by: Caroline Altman Smith F7A7C459DAB74E6... — *(Signature of grantmaking organization representative)*

1/30/2024 — *(Date)*

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

Name and title of Senate invitees:

Sujith Cherukumilli
Policy Advisor
Senator Sanders (I-VT)
Senate Health, Education, Labor, and Pensions Committee
sujith_cherukumilli@help.senate.gov

Allison Feikes
Legislative Assistant
Senator Collins (R-ME)
Allison_feikes@collins.senate.gov

Sara Garcia
Senior Policy Advisor
Senator Sanders (I-VT)
Senate Health, Education, Labor, and Pensions Committee
sara_garcia@help.senate.gov

Rebecca Howard
Senior Education and Workforce Policy Advisor
Senator Kaine (D-VA)
rebecca_howard@kaine.senate.gov

Ryan Sweeney
Education Policy Advisor
Senator Cassidy (R-LA)
Senate Health, Education, Labor, and Pensions Committee
ryan_sweeney@help.senate.gov

All staff were invited due to their employment with the Senate Health, Education, Labor, and Pensions (HELP) Committee, Senate Appropriations Committee, or with a Member who sits on the Senate HELP committee or Senate Appropriations Committee.

Howard, Rebecca (Kaine)

From: Betsy Prueter <prueter@pnpi.org>
Sent: Wednesday, February 14, 2024 10:12 AM
To: Howard, Rebecca (Kaine)
Subject: Invitation to PNPI's Accreditation Seminar and Site Visit

Dear Rebecca,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) Accreditation Seminar and Site Visit on April 2-4, 2024 in Boston, MA. This event is designed to deepen your understanding of higher education accreditation. Included with this invitation are the forms necessary for ethics rules compliance. **By Sunday, March 3, 2024 you must submit these included forms and documents directly in the Senate Privately Sponsored Travel Portal.**

- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review it and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the trip, we will provide you with a post-travel form that you will need to complete and submit. **If you do not submit the required paperwork by the Committee's deadline of March 3rd you will not have the option to participate. Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting this program are the Bill and Melinda Gates Foundation, the Kresge Foundation, and Lumina Foundation. No funding from these foundations has been earmarked for this specific trip and PNPI is the trip's sole sponsor, planner, and executor. PNPI maintains autonomy over the agenda, invitations, and event materials.

We will depart for the seminar at 11:35am on Tuesday, April 2nd from Ronald Reagan Washington National Airport. If you have any questions about the trip, please do not hesitate to email or call us directly.

PNPI's Accreditation Seminar and Site Visit promises to be both educational and productive. We look forward to your participation!

Sincerely,
Betsy Prueter

--
Betsy Prueter (she/her)
Senior Director of Programming
Postsecondary National Policy Institute
prueter@pnpi.org
440-223-5844
pnpi.org
Follow us on Twitter: @thePNPI and Instagram: @thePNPI

Accreditation Seminar and Site Visit
Tuesday, April 2- Thursday, April 4
Boston, MA

Learning Objectives

- Increase participants' understanding of what accreditation is and how it works;
- Increase participants' understanding of NECHE's accreditation process;
- Increase participants' understanding of how accreditation is experienced from the perspective of an accreditor and an institution.

DRAFT AGENDA

Tuesday, April 2, 2024

11:35am-1:08pm	**Staff depart Ronald Reagan Washington National Airport (DCA) For Boston, Massachusetts (BOS)** JetBlue Airlines #554
1:08pm-2:00pm	**Staff arrive in Boston, Massachusetts (BOS)** Depart Airport for Boston Marriott Long Wharf 296 State Street, Boston, MA 02109
2:00pm-2:30pm	**Check In: Boston Marriott Long Wharf & Break** 296 State Street, Boston, MA 02109
2:30pm-4:00pm	**Welcome & Introduction to Accreditation** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109 ***Speakers:*** MaryEllen McGuire, PNPI; Betsy Prueter, PNPI; & Constance Bond, Educational Consultant *This session will provide a foundational understanding of the history of accreditation and how the accreditation process works.*
4:00pm-4:10pm	**Break**

4:10pm-5:30pm **Accreditation Oversight**
Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109

Speaker: David Bergeron, College Unbound & Constance Bond, Educational Consultant

This session will provide an overview of the federal government's role in accreditor oversight including the roles of the U.S. Department of Education and NACIQI.

5:30pm-6:00pm **Break**

6:00pm-6:15pm **Travel to Dinner at Boston Sail Loft**
80 Atlantic Ave, Boston, MA 02110

6:15pm-7:45pm **Dinner at Boston Sail Loft**
80 Atlantic Ave, Boston, MA 02110

Dinner will provide an opportunity for PNPI to review the agenda for the visit to the New England Commission of Higher Education (NECHE) on Wednesday and to answer any remaining questions about the topics covered earlier in the day.

7:45pm-8:00pm **Travel back to Boston Marriott Long Wharf**
296 State Street, Boston, MA 02109

Wednesday, April 3, 2024

8:00am-8:30am **Breakfast**
Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109

8:30am-9:15am **Travel to New England Commission of Higher Education (NECHE)**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

9:15am-9:30am **Welcome & Introduction to NECHE**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speaker: Larry Schall, President, NECHE

This session will provide participants with a general introduction to NECHE.

9:30am-10:30am **NECHE's Accreditation Process**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Larry Schall, President, NECHE; Carol Anderson, Vice President, NECHE; Laura Gambino, Vice President, NECHE; Paula Harbecke, Vice President, NECHE; Pat O'Brien, Vice President, NECHE; and Aaron Perkus, Vice President, NECHE

This session will cover how NECHE accredits their institutions, including how they develop their standards and policies, and how they train and support their evaluators.

10:30am-10:45am **Break**

10:45am-11:45am **Oversight and Evaluation**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Larry Schall, President, NECHE; Carol Anderson, Vice President, NECHE; Laura Gambino, Vice President, NECHE; Paula Harbecke, Vice President, NECHE; Pat O'Brien, Vice President, NECHE; and Aaron Perkus, Vice President, NECHE

This session will cover how the Department of Education evaluates NECHE and how oversight works in accreditation. Speakers will share examples of issues that may come up during evaluations and oversight.

11:45am-12:00pm **Break**

12:00pm-1:00pm **Working Lunch**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Lunch will provide an opportunity for staff to ask questions of the day's presenters as well as guests from institutions who have recently been through the accreditation process.

1:00pm-2:15pm **Accreditation from the Institution Perspective**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Larry Schall, President, NECHE; Carol Anderson, Vice President, NECHE; Laura Gambino, Vice President, NECHE; Paula Harbecke, Vice President, NECHE; Pat O'Brien, Vice President, NECHE; and Aaron Perkus, Vice President, NECHE

This session will feature a panel of commissioners who will share their experiences and insights into the accreditation process.

2:15pm-3:30pm	**Accreditation Process Simulation** 301 Edgewater Place, Suite 210, Wakefield, MA 01880 ***Speakers***: Betsy Prueter, PNPI & MaryEllen McGuire, PNPI *This session will allow staff to experience a simulation where they take on the role of accreditors and evaluate a fictional institution.*
3:30pm-3:45pm	**Break**
3:45pm-4:30pm	**Accreditation Challenges, Room for Improvement & Close** 301 Edgewater Place, Suite 210, Wakefield, MA 01880 ***Speakers***: Larry Schall, President, NECHE; Carol Anderson, Vice President, NECHE; Laura Gambino, Vice President, NECHE; Paula Harbecke, Vice President, NECHE; Pat O'Brien, Vice President, NECHE; and Aaron Perkus, Vice President, NECHE *This session will allow staff to ask their final questions of both NECHE and institutional staff regarding possible reforms and improvements.*
4:30pm-5:15pm	**Travel back to Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109
5:15pm-6:00pm	**Break at Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109
6:00pm-6:15pm	**Travel to Dinner at Cantina Italiana** 346 Hanover Street, Boston, MA 02113
6:15pm-7:45pm	**Working Dinner at Catina Italiana** 346 Hanover Street, Boston, MA 02113 *Dinner will provide staff with an opportunity to review what was learned over the course of the day.*
7:45pm-8:00pm	**Travel back to Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109

Thursday, April 4, 2024

7:00am-8:00am	**Check-out & Working Breakfast** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109 *Breakfast will provide an opportunity for staff to formally debrief on all sessions, share their final takeaways, and ask any remaining questions they have about accreditation.*
8:00am-8:30am	**Depart hotel for airport**
10:00am-11:39am	**Depart Boston, Massachusetts (BOS) for Ronald Reagan Washington National Airport (DCA)** JetBlue Airlines #1655
11:39am	**Arrive at Ronald Reagan Washington National Airport (DCA)**

0000000002657 RECEIVED BY: SECRETARY OF THE SENATE Date: April 12, 2024

Accreditation Seminar and Site Visit
Tuesday, April 2- Thursday, April 4
Boston, MA

Learning Objectives

- Increase participants' understanding of what accreditation is and how it works;
- Increase participants' understanding of NECHE's accreditation process;
- Increase participants' understanding of how accreditation is experienced from the perspective of an accreditor and an institution.

AGENDA

Tuesday, April 2, 2024

11:35am-1:08pm	**Staff depart Ronald Reagan Washington National Airport (DCA) For Boston, Massachusetts (BOS)** JetBlue Airlines #554
1:08pm-2:00pm	**Staff arrive in Boston, Massachusetts (BOS)** Depart Airport for Boston Marriott Long Wharf 296 State Street, Boston, MA 02109
2:00pm-2:30pm	**Check In: Boston Marriott Long Wharf & Break** 296 State Street, Boston, MA 02109
2:30pm-4:00pm	**Welcome & Introduction to Accreditation** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109 ***Speakers:*** MaryEllen McGuire, PNPI; Betsy Prueter, PNPI; & Constance Bond, Educational Consultant *This session will provide a foundational understanding of the history of accreditation and how the accreditation process works.*
4:00pm-4:10pm	**Break**

Revised agenda, if needed

4:10pm-5:30pm	**Accreditation Oversight** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109 ***Speaker:*** David Bergeron, College Unbound & Constance Bond, Educational Consultant *This session will provide an overview of the federal government's role in accreditor oversight including the roles of the U.S. Department of Education and NACIQI.*
5:30pm-6:15pm	**Break**
6:15pm-6:30pm	**Travel to Dinner at Tresca** 233 Hanover Street, Boston, MA 02110
6:30pm-7:45pm	**Dinner at Tresca** 233 Hanover Street, Boston, MA 02110 *Dinner will provide an opportunity for PNPI to review the agenda for the visit to the New England Commission of Higher Education (NECHE) on Wednesday and to answer any remaining questions about the topics covered earlier in the day.*
7:45pm-8:00pm	**Travel back to Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109

Wednesday, April 3, 2024

8:00am-8:30am	**Breakfast** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109
8:30am-9:15am	**Travel to New England Commission of Higher Education (NECHE)** 301 Edgewater Place, Suite 210, Wakefield, MA 01880
9:15am-9:30am	**Welcome & Introduction to NECHE** 301 Edgewater Place, Suite 210, Wakefield, MA 01880 ***Speaker***: Larry Schall, President, NECHE *This session will provide participants with a general introduction to NECHE.*

9:30am-10:30am **NECHE's Accreditation Process**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Larry Schall, President, NECHE & Pat O'Brien, Vice President, NECHE

This session will cover how NECHE accredits their institutions, including how they develop their standards and policies, and how they train and support their evaluators.

10:30am-10:45am **Break**

10:45am-12:00pm **Oversight and Evaluation: Challenges & Room for Improvement**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Larry Schall, President, NECHE & Pat O'Brien, Vice President, NECHE

This session will cover how the Department of Education evaluates NECHE and how oversight works in accreditation. Speakers will share examples of issues that may come up during evaluations and oversight. Speakers will also address where there are challenges in this system and where improvements might be made.

12:00pm-1:15pm **Working Lunch**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Lunch will provide an opportunity for staff to ask questions of the day's presenters as well as guests from institutions who have recently been through the accreditation process.

1:15pm-2:30pm **Accreditation from the Institution Perspective**
301 Edgewater Place, Suite 210, Wakefield, MA 01880

Speakers: Marie Buley, President, Rivier College; Rick Daniels, NECHE Commissioner; Lisa Ijiri, Senior Advisor to the Dean, Boston University; Sharale Mathis, Vice President for Academic and Student Affairs, Holyoke Community College

This session will feature a panel of commissioners who will share their experiences and insights into the accreditation process.

2:30pm-2:45pm **Break**

2:45pm-4:00pm	**Accreditation Process Simulation** 301 Edgewater Place, Suite 210, Wakefield, MA 01880 ***Speakers***: Betsy Prueter, PNPI & MaryEllen McGuire, PNPI *This session will allow staff to experience a simulation where they take on the role of accreditors and evaluate a fictional institution.*
4:00pm-4:30pm	**Final Questions on Accreditation** 301 Edgewater Place, Suite 210, Wakefield, MA 01880 ***Speaker***: Pat O'Brien, Vice President, NECHE *This session will allow staff to ask their final questions of both NECHE and institutional staff regarding possible reforms and improvements.*
4:30pm-5:15pm	**Travel back to Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109
5:15pm-6:15pm	**Break at Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109
6:15pm-6:30pm	**Travel to Dinner at Quincy Market** 206 South Market Street, Boston, MA 02109
6:30pm-7:45pm	**Dinner at Quincy Market** 206 South Market Street, Boston, MA 02109
7:45pm-8:00pm	**Travel back to Boston Marriott Long Wharf** 296 State Street, Boston, MA 02109

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Thursday, April 4, 2024

7:00am-7:45am	**Check-out & Working Breakfast** Boston Marriott Long Wharf, 296 State Street, Boston, MA 02109 *Breakfast will provide an opportunity for staff to formally debrief on all sessions, share their final takeaways, and ask any remaining questions they have about accreditation.*
7:45am-8:30am	**Depart hotel for Amtrak/South Station**
9:20am	**Depart South Station (BOS) for Union Station, Washington, D.C. (WAS)** Amtrak, 93 Northeast Regional
12:00pm	**Lunch on Amtrak** 93 Northeast Regional
5:23pm	**Arrive at Union Station, Washington, D.C. (WAS)**