

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION Annual Report Review Guide for CNME-Recognized Programs

Introduction

CNME engages in ongoing monitoring of naturopathic medicine programs recognized by CNME (i.e., CNME candidate and accredited ND programs) to ensure that they remain in compliance with CNME's accreditation standards during the time between on-campus evaluation visits. As part of this ongoing monitoring process, CNME requires every recognized program to submit an annual report by January 15 that provides information for the previous calendar year. Copies of the annual reports are sent to every member of the CNME Board of Directors prior to the semi-annual Board meeting held in the spring, and the Board formally reviews the reports at the semi-annual meeting.

In order to facilitate the annual report review process, the Council's President and Executive Director assign: (i) individual Board members specific annual reports to review (usually there is a lead reviewer and a secondary reviewer for each report), (ii) one or two members with financial experience to review all of the audited financial statements; and (iii) one or two members to review the program catalogs/academic calendars. The Executive Director is also responsible for reviewing the annual reports and serves as a resource for Board members if any questions arise.

At the semi-annual Board meeting, Board members make a brief report—generally five minutes or shorter in length—to the full Board on the content of the annual reports, with a primary focus on areas that may indicate compliance issues. Board members should also report on any major positive changes/developments of note. If the report or any accompanying documents demonstrate clearly that the program is out of compliance with a standard, the Board may impose a sanction in accordance with CNME's policies. If potential compliance issues are identified but more information is needed to assess the situation, the Board of Directors may require an interim report or an interim evaluation visit to determine whether there are indeed any compliance issues that the program must address.

Annual Report Review Process

In reviewing an annual report, Board members should focus on the following questions:

1. Is the report complete?
2. Are answers or information provided responsive?
3. Were there any major changes in personnel (administrative staff, faculty, and board members) during the preceding year that may indicate either institutional instability or non-compliance with CNME accreditation standards?
4. Were there any major changes in finances during the preceding year that may indicate institutional instability?
5. Were there any major changes in the academic program during the preceding year that may indicate non-compliance with CNME accreditation standards?
6. Were there any major changes in any other areas during the preceding year that may indicate either institutional instability or non-compliance with CNME accreditation standards?
7. Are there any indications that student attrition or student performance may be issues?
8. Are there any indications that the institution/program failed to report substantive changes as required by CNME?
9. Is the institution/program effectively addressing recommendations from the previous evaluation visit in a timely manner?
10. Are there any other matters that may indicate potential issues/problems with the program, or that it would be useful to report to the CNME Board of Directors?

When reporting to the Council on a program's annual report, Board members should present a summary of major changes and potential compliance issues. Additionally, Board members should be prepared to recommend a course of action to the full Board if the Board member has identified areas of possible non-compliance with standards. Board members may wish to consult with the Executive Director before the semi-annual meeting regarding potential compliance issues that they have identified.