

March 9, 2018

Mr. Michael Young  
President  
New York Film Academy  
3300 West Riverside Drive  
Burbank, CA 91505

Dear President Young:

This letter serves as formal notification and official record of action taken concerning the New York Film Academy (NYFA) by the WASC Senior College and University Commission (WSCUC) at its meeting February 14-16, 2018. This action was taken after consideration of the report of the review team that conducted the Seeking Accreditation Visit 1 to the New York Film Academy November 15-17, 2017. The Commission also reviewed the institutional report and exhibits submitted by NYFA prior to the Seeking Accreditation Visit 1 and the institution's January 17, 2018 response to the team report. The Commission appreciated the opportunity to discuss the visit with you and your colleagues: Sonny Calderon, ALO/ Dean of the College; Kirk Lenga, CFO; and Jean Sherlock, owner. Your comments were very helpful in informing the Commission's deliberations. The date of this action constitutes the effective date of the institution's continued status with WSCUC.

### **Actions**

1. Receive the Seeking Accreditation Visit 1 team report
2. Grant Candidacy for a period of five years
3. Schedule a Seeking Accreditation Visit 2 in spring 2019

### **Commendations**

The Commission commends the New York Film Academy for the following:

1. A comprehensive institutional report that involved widespread stakeholder participation .
2. Candor about the strengths of and challenges facing the institution.
3. The deep commitment of stakeholders to the success of the educational programs.
4. A broad-based culture of respect and professionalism among administrators, faculty, and staff.
5. A strong working relationship among senior leadership, faculty, and staff across the institution's multiple locations.
6. Making strides to understand and implement assessment.

7. Thoughtful approaches to support of student needs.

The Commission identified the following issues for further development:

**Standard 1: Defining Institutional Purposes and Ensuring Educational Objectives**

The Commission finds that NYFA has provided evidence of compliance with Standard 1 at a level sufficient for Candidacy. In order to achieve a level sufficient for Initial Accreditation, NYFA will need to pay particular attention to the following CFRs:

- CFRs 1.6 and 1.7 Document and widely share key academic and operational processes and procedures, such as program review guidelines, budget policies, due process, and committee charters.

**Standard 2: Achieving Educational Objectives through Core Functions**

The Commission finds that NYFA has provided evidence of compliance with Standard 2 at a level sufficient for Candidacy. In order to achieve a level sufficient for Initial Accreditation, NYFA will need to pay particular attention to the following CFRs:

- CFRs 2.3, 2.4, 2.6, and 2.11 Build a strong assessment program that provides NYFA with evidence of the effectiveness of its curricular and co-curricular programs and documents student performance and success. )
- CFR 2.13 Continue efforts to support the success of international students by elevating their English language proficiency and enhancing their ability to engage fully in their academic and social experiences. Continue efforts to develop the intercultural skills that students, faculty, and staff need to participate in a diverse community.

**Standard 3: Developing and Applying Resources and Organizational Structures to Ensure Quality and Sustainability**

The Commission finds that NYFA provided evidence of compliance with Standard 3 at a level sufficient for Candidacy. In order to achieve a level sufficient for Initial Accreditation, NYFA will need to pay particular attention to the following CFRs:

- CFR 3.4 Develop written financial policies that anticipate changing environmental conditions and promote fiscal sustainability.
- CFR 3.5 Ensure that institutional libraries are adequately resourced (space, staff, holdings, databases) to support academic programs.
- CFR 3.7 Document and widely share key academic and operational processes and procedures, such as program review guidelines, budget policies, due process, and committee charters.

- CFR 3.8 Clarify the respective titles and roles of NYFA's senior leadership, in particular the CEO, president, and provost.
- CFR 3.9 Examine the WSCUC "Governing Board Policy" and the "Governing Board Policy Implementation Guide" in light of NYFA by-laws and make the necessary changes to bring the institution into compliance.
- CFR 3.10 Strengthen the formal shared governance structure that engages faculty and is aligned with NYFA's mission and vision.

**Standard 4: Creating an Organization Committed to Quality Assurance, Institutional Learning, and Improvement**

The Commission finds that NYFA has provided evidence of compliance with Standard 4 at a level sufficient for Candidacy. In order to achieve a level sufficient for Initial Accreditation, NYFA will need to pay particular attention to the following CFRs:

- CFRs 4.1 and 4.2 Build a strong assessment program that provides NYFA with evidence of the effectiveness of its curricular and co-curricular programs and documents student performance and success.

In taking this action, the Commission confirms that the New York Film Academy has met all of the WSCUC Standards at a level sufficient to grant Candidacy. The Commission has scheduled the Seeking Accreditation Visit 2 for spring 2019.

Institutions granted the status of Candidate for Accreditation must use the following statement if they wish to describe that status publicly:

*New York Film Academy has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.*

Federal law requires that the WSCUC address and phone number appear in your catalog.

Institutions granted Candidacy are required to:

1. Submit an Annual Report in the format required by the Commission.
2. Keep the Commission informed of any significant changes or developments. Any proposed new degree programs, off-campus sites, online offerings, and/or changes in governance or ownership require review and approval through the Substantive Change process.

3. Pay Annual Membership Dues prorated from the date of this action. An Annual Dues statement will be sent under separate cover.

In keeping with WSCUC review protocols, the required subsequent review and Seeking Accreditation Visit 2 will focus specifically on those issues identified under each Standard (above) deemed to require additional development. (Please also reference the team report for additional context for the Commission's findings.) In keeping with WSCUC values, New York Film Academy should strive for ongoing improvement with adherence to all Standards of Accreditation and their associated CFRs to foster a learning environment that continuously strives for educational excellence and operational effectiveness.

In accordance with Commission policy, a copy of this letter will be sent to the chair of New York Film Academy's governing board in one week. The Commission expects that the team report and this action letter will be widely distributed throughout the institution to promote further engagement and improvement and to support the institution's response to the specific issues identified in these documents.

Finally, the Commission wishes to express its appreciation for the extensive work that New York Film Academy undertook in preparing for and supporting this accreditation review. WSCUC is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. Please contact me if you have any questions about this letter or the action of the Commission.

Sincerely,



Jamienne S. Studley  
President

JSS/ bgd

Cc: Reed Dasenbrock, Commission Chair  
Sonny Calderon, ALO  
Kristi Nelson, Board Chair  
Members of the Seeking Accreditation Visit 1 team  
Barbara Gross Davis, Vice President