INSTRUCTIONS
For Making Changes to the List of COE Approved Programs
for Public Institutions and Job Corp Centers
June 13, 2019

The institution's list of COE Approved Programs includes <u>all</u> "active" programs that offer instruction for job entry or career advancement (regardless of the length of the program, whether or not it is an exit point of another longer program, or the credential offered). "Active" means that the program is advertised for the purpose of enrolling students, has a specific enrollment agreement or similar document that a student signs, and awards a specific credential. ALSO, the program meets one of the following conditions at any point in time: (a) currently has students enrolled; (b) has had students enrolled in the past 12 months; (c) has been approved by the Commission within the past 180 days; or, (d) is a secondary occupational program that currently has or may have post-secondary student enrollment.

All programs on the list of COE Approved Programs must be included in the institution's self-study document and FTE calculation. Institutions must also report completion, placement, and/or licensure pass rates for all programs on the list. (Reference the *Policies and Rules of the Commission*, Educational Program Policies of the Council.)

CHANGES MADE WITH A MINI FORM:

- Adding a New Non-Degree Program
- Increasing an Existing Program Length by 25% or More
- Changing the Mode of Delivery of an Existing Program
- Replicating an Existing Non-Degree Program (adding a program to an additional COE-approved campus)
- Relocating an Existing Non-Degree Program (moving a program from one COE-approved campus to another COE-approved campus)

REQUIRED DOCUMENTATION
A letter of approval from all applicable state licensing or authorizing agencies,
and/or district, county, and/or other agency/board that provides oversight for this program
OR a letter of exemption from having to gain approval from any such entity for this program
MUST accompany **ALL** program requests.
The approval must show the EXACT program name and program hours for which you are requesting COE approval.
Incomplete submissions will be returned. COE does not back-date approvals.

CHANGES MADE WITH A LETTER OF NOTIFICATION:

- Increasing an existing program length by less than 25%
- Decreasing an existing program length
- Changing an existing program name
- Deleting an existing program (permanently removing a program from the program list with no students currently enrolled) *
- Changing a CIP code

The Letter of Notification must state:
1. The approved program name, hours, and mode(s) of delivery (include required documentation)
2. The type of change being requested (include required documentation)
3. The name and address of each campus where the program is approved
4. Whether or not an existing COE-approved Secondary-Only or Combined Postsecondary/Secondary program is affected
5. The proposed implementation date of the change

* Programs that have not had students enrolled for 12 consecutive months must be deleted.

Teach-Out: The process of permanently closing (deleting) a program that currently has students enrolled. Submit either an Institutional Teach-Out Form (for approval to conduct a teach-out *within* the institution) or a Two-Party Teach-Out Application (for approval to partner with an *outside* entity to conduct a teach-out).

Clock Hour/Credit Hour Conversion: Contact the Commission office for the appropriate application.

Email one PDF copy to Dwight.Pullen@council.org

A moratorium is placed on the acceptance, processing, and approval of ALL program requests beginning six months prior to the scheduled dates of an accreditation team visit through the last day of the visit.

MINI FORM
For Approval of Changes to the List of COE Approved Programs
for Public Institutions and Job Corps Centers
June 13, 2019
Email one PDF copy to Dwight.Pullen@council.org

Complete one form per program ~ Allow 6-8 weeks for initial review

Institution Name		Main Campus 6-Digit ID #	
Main Campus Address		Date of Next Accreditation Visit	
Chief Administrator		Email	
COE Liaison Officer		Email	
Telephone Number		Extension	Proposed Implementation Date

☐ **ADD A NEW NON-DEGREE PROGRAM (see Notes)**

The goal of this new program is to provide students with the knowledge and skills that lead to (check one of the following):

☐ Job entry/career advancement   ☐ Maintaining one's current professional occupation *   ☐ Other

* COE considers this to be a *continuing occupational education program* and COE approval is not required.

Program Name				CIP Code	
Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours

Mode(s) of Delivery ~ Check all that apply				
☐ 100% Traditional Classroom	**Distance Education (DE)**			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Name/address of each campus where program is being added	1.
	2.
	3.

Add a Secondary-Only program?
Yes ☐   No ☐

If this is a new hybrid, distance education, or CBE program, date FINAL APPROVAL for the institution's INITIAL program with this mode of delivery was granted by the Commission

☐ **25% OR MORE CHANGE IN LENGTH OF AN EXISTING PROGRAM**

Program Name						CIP Code	
Approved Length	Clock Hours	Quarter Credit Hrs	Semester Credit Hrs	Proposed New Length	Clock Hours	Quarter Credit Hrs	Semester Credit Hrs

Approved Mode(s) of Delivery ~ (Check ALL that apply)				
☐ 100% Traditional Classroom	**Distance Education (DE)**			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Name/address of each campus where program is approved	1.
	2.
	3.

Is an existing COE-approved Secondary-Only program affected?   Yes ☐   No ☐

☐ CHANGE IN MODE OF DELIVERY OF AN EXISTING PROGRAM (see Notes)

Program Name		CIP Code	

Approved Mode(s) of Delivery ~ Check ALL that apply

☐ 100% Traditional Classroom	Distance Education (DE)			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours	

Proposed Mode(s) of Delivery ~ Check ALL that apply

☐ 100% Traditional Classroom	Distance Education (DE)			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Name/address of each campus where program is approved	1.
	2.
	3.

Is an existing COE-approved Secondary-Only program affected?   Yes ☐   No ☐

If this is a change in mode of delivery to Hybrid, Distance Education, or CBE, date FINAL APPROVAL for the institution's INITIAL program with this mode of delivery was granted by the Commission

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☐ REPLICATE AN EXISTING NON-DEGREE PROGRAM

Program replication is adding a COE-approved program to an additional COE-approved campus.

Program Name		CIP Code	

Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours	

Approved Mode(s) of Delivery ~ Check ALL that apply

☐ 100% Traditional Classroom	Distance Education (DE)			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Name/address of campus where program is approved	

Name/address of each campus where program is being replicated	1.
	2.
	3.

Is an existing COE-approved Secondary-Only program affected?   Yes ☐   No ☐

☐ RELOCATE AN EXISTING NON-DEGREE PROGRAM

Program relocation is removing a COE-approved program from one COE-approved campus and adding it to another COE-approved campus.
Note: Be sure to notify COE if a campus is closing and the institution is relocating its program(s) to a campus where it is not already approved.

Program Name		CIP Code	

Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours	

Approved Mode(s) of Delivery ~ Check ALL that apply

☐ 100% Traditional Classroom	Distance Education (DE)			☐ Competency-Based Education
	☐ Hybrid	☐ Less than 100% DE	☐ 100% DE	

Name/address of campus where program is approved	
Name/address of campus where program is being moved	

Is an existing COE-approved Secondary-Only program affected?   Yes ☐   No ☐

ATTESTATIONS

The institution must attest to **ALL** of the following criteria related to educational programs before approval will be granted.

Answer each attestation in relation to the proposed or existing program referred to on this application.

A. Admissions/Recruiting			YES	N/A
The institution's admissions policies and procedures are:				
	1.	Clearly stated;		
	2.	Consistently applied;		
	3.	Non-discriminatory;		
	4.	Published; and,		
	5.	Consistently communicated to students.		
6.		For all students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission.		
7.		Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.		
8.		Students admitted into Associate Degree programs have a documented high school diploma or its equivalent.		
9.		Orientation to technology is provided and technical support is available to all students.		
B. Programs				
Occupational education programs align with:				
	1.	The mission of the institution; and,		
	2.	The occupational needs of the people served by the institution.		
Each occupational education program has:				
	3.	Clearly stated objectives;		
	4.	Defined content relevant to those objectives and the current needs of business and industry;		
	5.	Assessment of student achievement based on the program objectives and content; and,		
	6.	Annual evaluation of its objectives.		
A systematic process has been implemented to document:				
	7.	That the programs and content are current; and,		
	8.	That coursework is qualitatively and quantitatively relevant.		
Three bona fide potential employers review each educational program annually and recommend:				
	9.	Admission requirements;		
	10.	Program content that is consistent with desired student learning outcomes;		
	11.	Program length;		
	12.	Program objectives;		
	13.	Competency tests;		
	14.	Learning activities;		
	15.	Instructional materials;		
	16.	Equipment;		
	17.	Methods of program evaluation;		
	18.	Level of skills and/or proficiency required for completion; and,		
	19.	Appropriate delivery formats for the subject matter being taught.		
20.		The institution considers the length and the tuition of the program in relation to the documented entry level earnings of completers.		
21.		Courses required for the program are offered with sufficient frequency for the student to complete the program within the publicized time frame.		

B. Programs (Continued)				
Associate Degree programs offered must meet the following requirements:				
	22.	The program is designed to lead graduates directly to employment in a specific career;		
	23.	The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used and includes the specific career and technical education field (i.e. Associate of Applied Science in Veterinary Technology);		
	24.	The program has a minimum of 60 semester hours or 90 quarter hours; and,		
	25.	The program includes a minimum of 15 semester hours or 23 quarter hours of **general education** courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.		
26.		**For all coursework delivered via distance education:** The institution's distance education courses and programs are identical to those on campus in terms of quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.		
Each program offered by the institution:				
	27.	Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;		
	28.	Has continuous involvement of on-campus administrators and faculty in planning and approval;		
	29.	Has varied evaluation methodologies that reflect established professional and practice competencies;		
	30.	Is qualitatively and quantitatively consistent at each campus where it is offered;		
	31.	Has measures of achievement of the student learning objectives;		
	32.	Has individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus;		
	33.	Is described in catalogs or brochures, and/or other promotional materials and includes tuition/fee charges, refund policies, admissions and academic requirements, information technology requirements, and employment requirements; and,		
	34.	Provides for timely and meaningful interaction among faculty and students.		
35.		A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.		
36.		**For all coursework delivered via distance education:** Faculty teaching distance education courses ensure timeliness of their responses (synchronously or asynchronously) to students' requests by following institutional requirements on response times of no more than 24 hours within the published operational schedule of the program/course.		
C. Instruction				
1.		Academic competencies and occupational skills are integrated into the instructional plan for each occupational program.		
2.		The instructional program provides instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.		
3.		The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.		
The sequence of instruction required for program completion is used to:				
	4.	Organize the curriculum;		
	5.	Guide the delivery of instruction;		
	6.	Direct learning activities; and,		
	7.	Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.		
8.		Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.		
Each occupational advisory committee:				
	9.	Consists of a minimum of three members external to the institution who have expertise in the occupational program;		
	10.	Represents each service area covered by the program at each meeting (main campus and branch campus);		
	11.	Has at least three external members who meet these criteria present at each meeting (with at least two physically present and one virtually present);		
	12.	Meets at least twice annually;		
	13.	Ensures that no fewer than that three months separate each official committee meeting; and		
	14.	Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.		

	C. Instruction (Continued)		
15.	Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within this program to assure that students are provided sufficient opportunities to practice and gain competency with specific skills required for successful completion of the program.		
16.	Job-related health, safety, and fire prevention are an integral part of instruction.		
17.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.		
18.	All instruction is effectively organized as evidenced by syllabi, lesson plans, competency tests, and other instructional materials.		
19.	The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.		
20.	**For all coursework delivered via distance education:** The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.		
21.	**For all coursework delivered via distance education:** Each course/program has in place a standardized template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.		
22.	**For all coursework delivered via distance education:** The institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in the course or program and receives academic credit (with methods such as secure logins, pass codes, or proctored examinations).		
23.	**For all coursework delivered via distance education:** The institution monitors student progress and participation by means such as course management systems that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.		
	Written agreements with work-based activity agencies, if any:		
	24.	Are current;	
	25.	Specify expectations for all parties; and,	
	26.	Ensure the protection of students.	
27.	Each work-based activity has a written instructional plan for students.		
28.	The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.		
29.	The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.		
30.	All work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.		
	D. Other Criteria		
1.	This program has been approved by **all** applicable state licensing or authorizing agencies, and/or district, county, and/or other agencies/boards that provide oversight for this program.		
2.	A copy of the approval from **each** applicable state licensing or authorizing agency, and/or district, county, and/or other agency/board that provides oversight for this program **is attached.**		

NOTES

The institution must receive FINAL approval by the Commission for Institutional Distance Education and for its initial hybrid/distance education program before implementation of programs with this mode of delivery. Once final approval has been granted, the institution may submit a Mini Form for subsequent programs with this mode of delivery.

Traditional Program – A program that requires 100% of its required instructional hours to be completed on campus.

Hybrid Program – A program that makes available less than 50% of its required instructional hours via distance education.

Distance Education Program – A program that makes available 50% or more of its required instructional hours via distance education.

APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT

I certify that all information relative to this application is true and correct.

| *Signature of Chief Administrator* | *Date* |