



## **INSTRUCTIONS**

### **For Making Changes to the List of COE Approved Programs for Public Institutions and Job Corp Centers**

April 2021

The institution's list of COE Approved Programs includes all "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
- Changing 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 REQUESTING APPROVAL:**

- 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 Requesting Approval 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 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](mailto:Dwight.Pullen@council.org)

A moratorium will be placed on the acceptance, processing, and approval of ALL program requests beginning six months prior to the original scheduled dates of accreditation team visits through the date the

Commission grants initial accreditation or reaffirmation of accreditation.

**EXCEPTION:** Program additions and changes may be approved after the last day of an accreditation visit only for the purpose of compliance with findings stated in the official team report.



## MINI FORM

For Approval of Changes to the List of COE Approved Programs  
for Public Institutions and Job Corps Centers

April 2021

Email one PDF copy to [Dwight.Pullen@council.org](mailto: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						
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)				
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE		
Name/COE ID# of each campus where program is being added	1.					
	2.					
	3.					
Add a Secondary-Only program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If this is a new hybrid or distance education 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				Proposed New Length		
	Clock Hours	Quarter Credit Hrs	Semester Credit Hrs		Clock Hours	Quarter Credit Hrs
Approved Mode(s) of Delivery ~ (Check ALL that apply)						
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)				
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE		
Name/COE ID# of each campus where program is approved	1.					
	2.					
	3.					
Is an existing COE-approved Secondary-Only program affected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

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

Program Name						CIP Code	
Approved Mode(s) of Delivery ~ Check ALL that apply							
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)					
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE			
Program Length	Clock Hours		Quarter Credit Hours		Semester Credit Hours		
Proposed Mode(s) of Delivery ~ Check ALL that apply							
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)					
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE			
Name/COE ID# of each campus where program is approved		1.					
		2.					
		3.					
Is an existing COE-approved Secondary-Only program affected?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If this is a change in mode of delivery to Hybrid or Distance Education, date FINAL APPROVAL for the institution's INITIAL program with this mode of delivery was granted by the Commission							

**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							
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)					
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE			
Name/COE ID# of campus where program is approved							
Name/COE ID# of each campus where program is being replicated		1.					
		2.					
		3.					
Is an existing COE-approved Secondary-Only program affected?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

**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							
<input type="checkbox"/> 100% Traditional Classroom		Distance Education (DE)					
		<input type="checkbox"/> Hybrid	<input type="checkbox"/> 50-99% DE	<input type="checkbox"/> 100% DE			
Name/COE ID# of campus where program is approved							
Name/COE ID# of campus where program is being moved							
Is an existing COE-approved Secondary-Only program affected?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

## 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.

<b>A. Program Alignment and Administration</b>		<b>YES</b>	<b>N/A</b>
The institution has implemented a systematic process to document that each program			
1.	aligns with the mission of the institution,		
2.	has clearly stated objectives,		
3.	has content relative to its objectives and aligned with the needs of the people and industries served by the program,		
4.	is evaluated annually to ensure currency of its objectives and content,		
5.	has varied evaluation methodologies that reflect established professional and practice-based competencies, and		
6.	includes coursework that is qualitatively and quantitatively consistent at each campus where it is offered.		
The institution ensures that each program			
7.	is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization, and		
8.	includes on-campus administrators and faculty in planning activities.		
9.	The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers.		
Each associate degree program meets the following requirements:			
10.	The program is designed to lead graduates directly to employment in a specific career.		
11.	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).		
12.	The program has a minimum of 60 semester hours or 90 quarter hours.		
13.	The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses that are not applicable to a specific occupation, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.		
14.	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.		
<b>B. Occupational Advisory Committee Activities</b>		<b>YES</b>	<b>N/A</b>
1.	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 complies with the following requirements:			
2.	Consists of a minimum of three members external to the institution		
3.	Represents expertise in the occupational field(s) for which the program prepares students		
4.	Represents each service area covered by the program at each meeting (all locations)		
5.	Has at least three external members who meet these criteria present at each meeting		
6.	Meets at least twice annually		
7.	Conducts at least one face-to-face meeting with at least two of the three required external members physically present (one external member may be virtually present)		
8.	Ensures that no fewer than three months separate each official committee meeting		
9.	Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member		

<b>B. Occupational Advisory Committee Activities (continued)</b>		<b>YES</b>	<b>N/A</b>
10.	Occupational advisory committees review each educational program annually and make recommendations for the following:		
11.	Admission requirements		
12.	Program content that is consistent with current industry practices and desired student learning outcomes		
13.	Program length		
14.	Program objectives		
15.	Competency tests		
16.	Learning activities		
17.	Instructional materials		
18.	Equipment		
19.	Methods of program evaluation		
20.	Level of skills and/or proficiency required for completion		
21.	Workplace ethics		
22.	Appropriate delivery methods for the subject matter being taught		
<b>C. Instructional Activities</b>		<b>YES</b>	<b>N/A</b>
1.	Academic competencies are integrated into the curriculum or instructional plan for each occupational program.		
2.	Each program provides instruction in the occupational skills essential to success in the occupation, including job knowledge, 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 organization of syllabi, lesson plans, competency tests, and other instructional materials is used to			
4.	define a sequence for the achievement of objectives,		
5.	guide the delivery of instruction,		
6.	direct learning activities, and		
7.	indicate benchmarks for student progress that are indicated in the student's permanent record.		
8.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.		
9.	Job-related health, safety, and fire prevention are an integral part of instruction and are incorporated into curricula as is appropriate to the occupation.		
10.	Orientation to technology is provided and technical support is available to students.		
11.	A systematic, objective, and equitable method of evaluating student achievement based on learning objectives and required competencies has been implemented.		
<b>D. Coursework Delivered via Distance Education</b>		<b>YES</b>	<b>N/A</b>
1.	Distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and credentials awarded.		
2.	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.		
3.	The institution has processes in place to determine that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit (with methods such as secure logins, pass codes, or proctored examinations).		
4.	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.		

<b>D. Coursework Delivered via Distance Education (continued)</b>		<b>YES</b>	<b>N/A</b>
5.	Each course/program has in place a standardized template, course descriptions, learning objectives, course requirements (e.g., standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.		
6.	The institution monitors student progress in distance education activities; such monitoring may include frequency of log-in time, confirmation of student time online, and the percentage of coursework completed.		
<b>E. Work-Based Activities</b>		<b>YES</b>	<b>N/A</b>
Written agreements with work-based activity partners, if any,			
1.	are current,		
2.	specify expectations for all parties, and		
3.	ensure the protection and safety of students.		
4.	Each work-based activity has a written instructional plan for students (that includes partners external to or within the institution).		
5.	The instructional plan for each work-based activity specifies particular objectives, experiences, competencies, and evaluations that are required.		
6.	The instructional plan for each work-based activity designates the on-site individual(s) responsible for guiding and overseeing supervision of students' learning experiences and written evaluations.		
7.	Work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.		
<b>F. Other Requirements</b>		<b>YES</b>	<b>N/A</b>
1.	This program has been approved by <b>all</b> 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 <b>each</b> applicable state licensing or authorizing agency, and/or district, county, and/or other agency/board that provides oversight for this program <b>is attached</b> .		

**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 the information relative to this application is true and correct.

*Signature of Chief Administrator*

*Date*