The Self-Study-Part 2
Public, Non-Public & Registered Apprenticeship Institutions

Preparing Self-Study Exhibits
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How to Use This Presentation

Session Discussion Items
- Identification of written plans, policies, procedures, processes, and one chart required for a successful Self-Study Report
- Identify exhibits that show compliance with COE accreditation standards and criterion
What do you mean PROOF?

- Documentation = Proof
- Documentation that supports EACH condition and criterion on the check sheets must be provided for the team members to review.
- Accessibility of “proof” to the appropriate team member can greatly expedite his/her work and enhance the effectiveness of the team.

What do you mean PROOF?

- All exhibits need to be in electronic format
- Digital files require adequate computer access for all members of the team
- Digital files must be easily accessible on an intranet, the internet on a secure password-protected site, or on electronic media, such as CD’s or external drives

What do you mean by PROOF?

- Clearly-labeled digital exhibit files can be placed within each subfolder.
- The labels should correspond to the criterion numbers on the Conditions and Standards Check Sheets.
Examples of PROOF/Documentation, not PROMISES

Standard 1-Institutional Mission
(Analysis Section of the Self-Study Report)

4. The current mission statement is publicly available and is used consistently in publications

The mission statement is available to the public through our institutional catalog, website, and policy manual. Its consistency is verified and updated with each publication.

Examples of PROOF/Documentation, not PROMISES

Documentation in the digital files:
- Catalog Page with Mission Statement
- Web Page with Mission Statement
- Policy Manual page with Mission Statement (scan only the cover of the manual and the page with the Mission Statement highlighted)

What if the criterion does not apply?
- Simply state N/A or Not Applicable
- It is not necessary to state why your response is not applicable
What is wrong with this file structure?

Remember

Place documentation (PROOF) in each electronic folder:

- No empty folders
- Don’t refer to other folders or binders
- Use only relevant information
- Highlight necessary information; draws attention and makes finding documentation simple and quick
- All documentation should have dates and should be placed in chronological order: shows history of activity
- Use completed surveys, tests, evaluations, etc.
- Include copies of required plans
- Provide copies of pages from large documents—clearly identify the source document
- Be consistent: documentation should match the narrative in the Self-Study Report
- Keep exhibits simple, straightforward, and user friendly.

Who Gathers Exhibits?
EVERYONE!
Use the Self-Study Committee Task Sheet (Self-Study Manual)
Plans, Policies, Procedures, Processes, Programs, and a Chart

Schedule

- Schedule to review plans, policies, procedures, processes, programs, and a chart annually
- Obtain required approvals and input and provide documentation
  - Students
  - Institutional Advisory Committees
  - Faculty and Staff
  - Involve all necessary parties

PLAN: a detailed proposal/method for doing or achieving something that is prepared beforehand.

The following elements are commonly included in a plan:
- scope of services, budgetary resources, major activities, major publications, evaluations of the plan, and constituent with whom the plan is shared.
Written Plan Components

- Plan should contain objectives, purpose, or intent of the plan
  - What will be accomplished
  - When it will be accomplished
  - Who is responsible for accomplishing it
  - How accomplishment will be measured
- Plan should outline activities to achieve the objectives
- Plan should specify roles and responsibilities
- Plan should include guidelines or timeliness for review and evaluation

ALL PLANS:

Written, Evaluated, and In Use!

POLICY - Set of written statements providing the bounds within which all procedures, program, goals, and objectives of the institutions are carried out. These are adopted by the governing board of an institution (or in military institutions, by higher military command headquarters) to ensure operations are in compliance with statutory regulations and are consistent with the stated mission.
**Written Procedures**

**PROCEDURE** - Formal or set order of operating or doing something - a method of conducting affairs.
- Should address specific tasks
- Should include step-by-step instructions
- May require forms and reports

**Process**

**PROCESS** - A series of progressive and independent steps by which an end is attained.

**Chart**

**CHART (Standard 9, Organizational Structure)** - A graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.
Recruitment Activities:

- See Worksheet for Confirming Compliance with Recruiting/Advertising Requirements (COE check sheets)
- Recruiting practices must assure that policies and procedures for admission to programs are made available to prospective students prior to enrollment and communicated within a time frame that is sensitive to deadlines for enrollment and completion of programs should changes to the information occur.

**IMPORTANT Definitions**

Publications:
(e.g., Catalogs/brochures/pamphlets/websites) —
A catalog and/or other official publications, which are published in hard copy or provided online, to provide the information discussed must be readily available to students, prospective students, and other members of the interested public.

**Conditions**

Official Publication:

- Admission requirements and Procedure
- Policy on the transfer of students between programs within the institution
- Policy on the transfer of students from other institutions
- Policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution.
- Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment
- Institution’s student grievance procedure which includes the Commission’s mailing address, telephone number, and web site address
Standard 1 - Institutional Mission

There are no plans, policies, procedures, processes or charts required for Standard 1.

Standard 2 - Educational Programs

Written PLANS

Work-Based Activities Definition:
Structured learning activities conducted in supervised work settings external to the institution or a program, or in settings that involve the public, for example, clients who are served by the institution in cosmetology, clinical, or automotive technology settings that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). Work-based activities may also include structured learning activities that occur outside of the classroom. These activities must be planned with at least two objectives:

1) To provide students with the opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attained in their program of study; and,
2) To provide the institution with objective input from potential employers or customers of program graduates.

Work-Based Activity Plan

Each work-based activity has:

- A written instructional plan for students
- Specifying the particular objectives, experiences, competencies, and evaluation that are required

The instructional plan:
- Designates the on-site employer representative responsible for:
  - Guiding and overseeing the student's learning experiences and
  - Participating in the students' written evaluations

All work-based activities conducted by the institution are:

- Coordinated by a designated institutional employee
- Possessing appropriate qualifications
Work-Based Activity Agreement with a Partner

Written agreements for work-based activity partners, if any:

- Are current
- Specify expectations for all parties
- Ensure the protection of students

*This is an agreement between the partner and the institution; is NOT a Plan*

Standard 2 - Educational Programs

Policies

- Institutional Admission
- Admission by Exception

Procedures

- Institutional Admission
- Admission Procedures for Vocational English-As-A-Second Language Program
- Admission by Exception
Vocational English-As-A-Second Language Admission

Procedure

For all students admitted to a Vocational English-As-A-Second Language Program, the institution utilizes written admission procedures that comply with the policies established by the Commission.


REMINDER

Vocational English-As-A-Second Language Program

If a Vocational English-As-A-Second Language (ESL) Program is a stand-alone program that is limited to persons already possessing occupational competencies who would be employed if they could demonstrate adequate English language skills, the program consists of only English as a second language courses and should meet the following requirements:

- The program must meet the objectives and criteria required of all CDE approved educational programs.
- The institution must admit only students who need instruction in English to be able to meet the requirements of placement.
- The institution must demonstrate that students enrolled in the ESL program progress and are advanced by the institutional practice of documentation such as attendance, test scores, job experience, or verification of skill competencies by a third party.
- The institution accepts the responsibility for placement assistance upon graduation in compliance with CDE placement requirements.
- The institution must collect student achievement data to verify completion rates, student participation rates, and student pass rates, for all students enrolled in Vocational ESL programs.

Vocational English-As-A-Second Language Programs must be included on the list of programs.

Standard 2 - Educational Programs

Process

- Documenting Program is Current
- Coursework Relevancy
- Distance Education Student Identity Verification
Time for a BREAK!

GAME TIME!!

Standard 3 - Program and Institutional Outcomes

Written Plans

Placement and Follow-up Plan

The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:

- Identification of responsibility for coordination of all follow-up activities
- Methods for collection of data on completion, placement, and licensure exam pass rates
- Information collected from completers and employers of completers that is focused on program effectiveness
- Methods for surveying completers and employers of completers to assess the level of satisfaction with the education that was received
- The follow-up plan is reviewed by the faculty and administration and revised as necessary on an annual basis
- Follow-up information is used to evaluate and improve the quality of program outcomes
- Follow-up information is made available at least on an annual basis to instructional personnel and administrative staff
Strategic Planning

Written Plans

- Strategic PLAN

The strategic plan includes, as a minimum, the following components:

- Mission of the institution
- Vision of the institution
- Objectives for a minimum period of three years
- Strategies for achieving the objectives; and
- Current and projected financial resources that provide a basis for initiatives specified in the strategic plan
- Strategies for evaluating progress toward achieving the objectives
- The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually
- The results of the evaluation of progress toward achieving the objectives are documented annually

Strategic Planning Definition-Handbook of Accreditation

A formalized, systematic process that the institution uses to anticipate and respond to major decisions facing it in the future
Objectives of a Strategic Plan

- What will be accomplished
- When it will be accomplished
- Who is responsible for accomplishing it
- How accomplishment will be measured

Standard 5 - Learning Resources Plans

- Written Plans
  - Media Services Plan
  - Plan for Maintaining Equipment and Replacing or Disposing of Obsolete Equipment

Media Services Plan

The written plan for media services is appropriate, inclusive of all methods of program delivery the institution, and includes the following:

- The scope and availability of the services.
- A variety of current and relevant educational materials, such as reference books, periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to program offerings; and other materials to help fulfill the institution's purposes and support its educational programs.
- The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services.
- Roles and responsibilities of designated staff member(s).
- Orientation for user groups (i.e., instructors, students, and others).
- Facilities and technical infrastructure essential for using media materials.
- Annual budgetary support for the services.
- Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services.
Plan for Maintaining Equipment and Replacing or Disposing of Obsolete Equipment

The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment.

- Remember the written plan components:
  - Plan should contain objectives, purpose, or intent of the plan
  - Plan should outline activities to achieve the objectives
  - Plan should specify roles and responsibilities
  - Plan should include guidelines or timeliness for review and evaluation

Standard 5 - Media Services Procedure

Instructional Equipment Inventory Procedure
- Procedure for Emergency Purchases and/or Equipment Repair
- Procedure for Purchasing and Storing Instructional Supplies
- Procedure for Emergency Purchases of Instructional Supplies

Instructional Equipment Inventory Procedure

The institution has a procedure of instructional equipment inventory.

Equipment Inventory Definition: A detailed list of equipment including location, number of items, date of purchase, and purchase price and/or current value of each item. The list should include both instructional and non-instructional equipment.

Reference: Handbook of Accreditation
Standard 6 - Physical Resources and Technical Infrastructure

Written Plans

- Plan addressing the Adequacy and Improvement of All Physical Facilities and Technical Infrastructure and, if applicable, Distance Education
- Plan for Ongoing Operation and Maintenance of All Physical Facilities, Technical Infrastructure and, if applicable, Distance Education
- A written plan for assuring the health and safety of the institution’s employees, students, and guests to maintain readiness in cases of sickness, accidents, or emergency health care needs on campus is in use.
- Plan to ensure the Privacy, Safety, and Security of Data

Plan for Assuring the Health & Safety of the Institution’s Employees, Students, and Guests

The plan must address the following elements:

- Employees
- Students
- Guests
- A procedure for reporting and investigating accidents
- Distributed to employees
- Available to students
- Evaluated/revised with appropriate input from employees & students

Standard 7 - Financial Resources

Policy
- Refund Policy

Procedure
- Auditing and Budgeting Controls

Program
- Student Loan Repayment
Standard 8 - Human Resources

Procedures
- Faculty/Staff Complaints/Grievances
- Effectiveness/Performance Evaluations of Full and Part-Time Employees
- Employee Orientation

Standard 9 - Organizational Structure


However, there is a **CHART:**

An organizational chart is available that shows the functional relationships among the personnel of the institution.
Standard 10-Student Services and Activities

Written Plans: Title IV Student Loan Default Management Plan, Evaluating the Effectiveness of Student Retention Plan, Placement Services Plan AND Plan for Determining the Effectiveness of Student Services

Policies: Student Grievance Policy

Procedures: Reporting/Investigating Health and Safety Incidents, Student Records Access Procedure, Student Transcripts Procedure

Program: Another P

Student Orientation

Plan for Determining the Effectiveness of Student Services

The institution has a written plan for determining the effectiveness of student services:

- Identifies responsibilities for coordination of student services
- Provides for the counseling of students;
- Is evaluated on an annual basis; and,
- Addresses how evaluation results are shared with faculty and staff.

Student Grievance Policy

The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution’s catalog and/or student handbook. The Commission’s mailing address, telephone number, and website are included to provide for cases where the grievance is not settled at the institutional level.
Student Orientation Program

There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.

Is the Self-Study Report Complete, Accurate, and Consistent?
- Is the terminology consistent throughout the documentation?
- Does the numbering match the Conditions and Standards Check Sheets?
- Are job titles and names of forms consistent?
- Make sure all of your staff is involved.
- Evaluate the Self-Study Report to ensure the documentation in the digital files accurately reflects what is written in the narratives.

Questions

Thank you!