

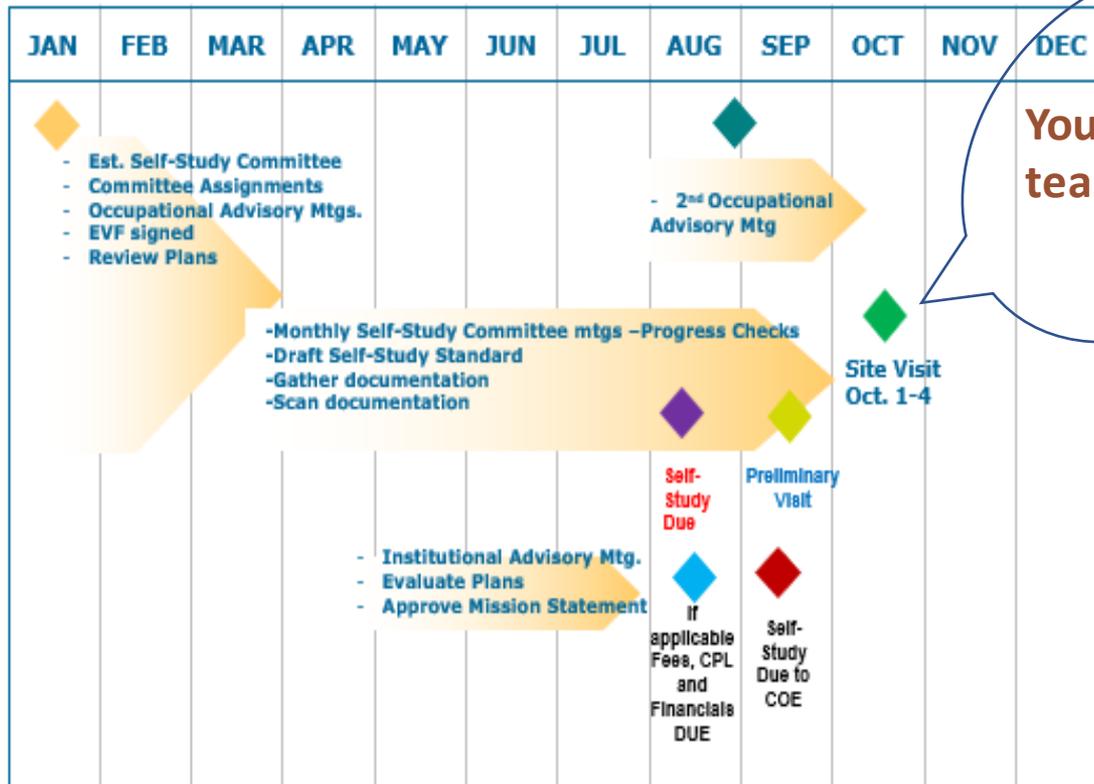
**Accreditation Visiting Team  
Leader & Member Certification  
Part 2**

**Writing Findings of Non-Compliance,  
Suggestions, and Commendations**

**2020 Virtual Summer Conference**

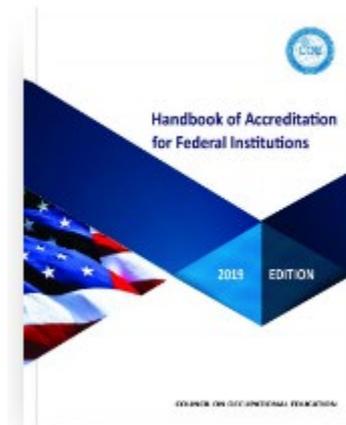
**Dr. Myra West  
Kim Ziebarth  
Denise Willis**

# Self-Study Timeline



You are on the team visit

# Be Familiar with COE Resources



## Visiting Team Forms 2020

---

2019 Check Sheets for Accreditation Visiting Teams – GENERIC 5-14-2019 (Public and Non-Public)



---

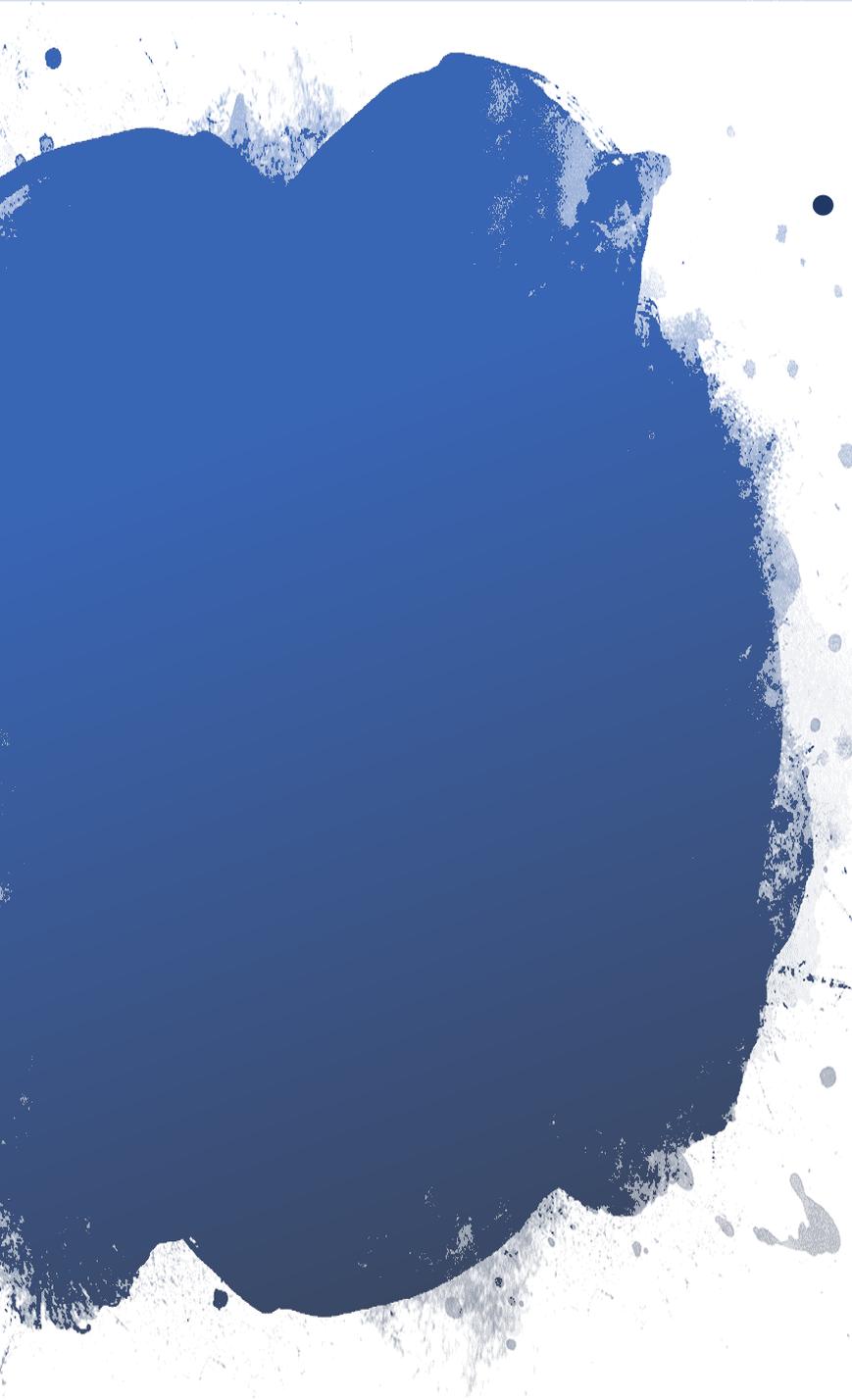
2019 Check Sheets for Accreditation Visiting Teams – FEDERAL VERSION 5-28-2019



---

2019 Check Sheets for Accreditation Visiting Teams – RAS/NETI VERSION 7-8-2019





# • Findings of Non-Compliance

- Provide specific description detailing the deficiency as it relates to the criterion
- Underscore the need for well-thought out, well-written language
- Provides the Institution with a clearer, more concise report to which they can respond
- Are most often not a repeat of the criterion...be specific about the deficiency
- Simplifies the review process for the COE staff and Commission

# Multi-Part FNC

- Examples Found In: Advisory Committee Meetings (Standard 2), Written Plans (Standards 4, 5, 10)
- If “NO” applies to all parts of the criteria, write one FNC, repeating language of the criteria.

<p>6. The institution has an organized and functional institutional advisory committee.  <b>VISITING TEAMS: If NO is checked, resume with criterion 12. Write one finding of non-compliance that specifies BOTH the requirement to appoint an institutional advisory committee AND each criterion 7-11. (See instructions page.)</b></p>			
<p>The institution advisory committee meets the following requirements:</p>			
<p>7. Is composed of at least three persons external to the institution;</p>			
<p>8. Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);</p>			
<p>9. Meets at least once annually, if serving only in an institutional advisory capacity; OR, twice annually, if serving in an occupational advisory capacity;</p>			
<p>10. Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member; and,</p>			
<p>11. Is used to provide community involvement in maintaining a relevant mission for the institution.</p>			

MULTI-PART CRITERION

# Multi-Part FNC Example

- If “NO” does not apply to all parts of the criterion, specify in the FNC the component(s) in the criterion that is/are unmet.

“The teams finds the Welding program has an Occupational Advisory Committee; however, documentation **does not** reflect that it (1)has met twice annually and (2) that it follows an agenda and keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.”

## Institutional Mission

Save Report Data

1. The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.\*  
 YES  NO
2. The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution.\*  
 YES  NO
3. The institution has an appropriate hard copy and/or online publication which it uses to accurately present its mission statement and the educational programs offered to achieve its mission.\*  
 YES  NO
4. The current mission statement is publicly available and is used consistently in publications.\*  
 YES  NO
5. The institution has an organized and functional institutional advisory committee.  
If NO is checked, leave criteria 6-9 blank. Write one finding that specifies each element that is not compliant.  
\*  
 YES  NO

The institution advisory committee meets the following requirements (items 6-10):

6. Is composed of at least three persons external to the institution;.\*  
 YES  NO  N/A
7. Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);.\*  
 YES  NO  N/A
8. Meets at least once annually, if serving only in an institutional advisory capacity; OR twice annually, if serving in an occupational advisory capacity;.\*  
 YES  NO  N/A
9. Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member; and;.\*  
 YES  NO  N/A
10. Is used to provide community involvement in maintaining a relevant mission for the institution.\*  
 YES  NO  N/A
11. A program of public information and community relations is maintained to promote the institution's mission in its community.\*  
 YES  NO

Save Report Data

**Multi-Part Criteria: If the institution does not have an organized and functional Institutional Advisory Committee**

**Write a FNC that includes criteria #5-11.**

**The software will automatically generate an N/A response to criteria #5-11**

# Tightening up the FNC Language

- Remember, Spell Check and Grammar Check are our friends
- Use the term “documentation”, not “evidence” in the FNC
- Avoid language that can appear to be subjective:

## **Example:**

“The team finds that the institution took *appropriate/inappropriate* steps in evaluating its media services plan.”

# ....Just a Little Tighter

- Be consistent in the use of verb tense throughout the team report
  - “The team finds...” OR “The team found...”
- Write FNCs using an active, not a passive voice
  - Passive: “The team finds that a catalog or other on-line publications were not created by the institution....”
  - Active: “The team finds that the institution did not create a catalog and/or other on-line publications...”

## • **Standard 2 Program Example:**

- **If a program requires a FNC, list the program and the location(s) where the violation occurs:**

- **“The team finds that potentially harmful waste products from the Heating, Ventilation and Air Conditioning program and the Automotive Technology program were stored in open containers in the instructors’ offices at both the Richmond and the Mill Creek campuses.”**

# Writing Suggestions

- Identify possible improvements:
  - ✓ in an educational program
  - ✓ in the operation of some part of the institution
  - ✓ may address a questionable activity
- Are not a clear violation of a standard or condition, but reflect an area of concern for the team
- Institutions may respond to a suggestion, but are not required to do so

# Suggestions

- Team must write a finding (not a FNC) along with the suggestion
- Apply the same language rules as FNCs
- “The team suggests.....”
- Be careful that the suggestion is not a FNC, and that it does qualify as a suggestion and does not reflect a personal preference

Save Report Data

Please list all suggestions for this standard below.

SUGGESTIONS ARE NOT REQUIRED.

IMPORTANT: A suggestion is not an indication that the institution fails to comply with any certain criterion. Rather, a suggestion is a statement written by the team pointing out improvements that might be made in an educational program or in the operation of some part of the institution to promote educational improvement. The institution may respond to suggestions but is not required to do so.

For every suggestion written, there must be a finding written as well.

Number suggestions when more than one is written.

1. Suggestions for this standard?\*

YES  NO  N/A

Findings

Suggestions

Save Report Data

Institution Information

Visiting Team Information

Team Leader

Team Report

Conditions of Accreditation

Standards

Standard 1

Institutional Mission

Suggestions

Commendations

Standard 2 Educational Programs

Standard 3

Standard 4

Standard 5 Learning Resources

Standard 6

Standard 7

# Suggestion Example

## **Finding:**

“The Pharmacy Technician program has an Occupational Advisory Committee that consists of well-qualified persons from industry. Dates on the minutes indicate that the committee meets twice per year and the committee meets all other COE requirements. The minutes; however, are vague with regards to some of the topics discussed during the meetings.”

## **Suggestion:**

“The teams suggests that the institution keep more detailed minutes for the Pharmacy Technician program.”

# Commendations

**A statement by the team  
that the institution  
exceeds the expectations  
of the team on a  
Standard or Condition**

**Unlike Findings of Non-  
Compliance and  
Suggestions;  
Commendations do not  
require a Finding**

# Commendations

- **Like Findings of Non-Compliance and Suggestions, Commendations should never name individuals**
- **“The team commends....”**
- **Teams should feel free to commend schools that exhibit exceptional activities**

Team Leader

Team Report

Conditions of Accreditation

Standards

Standard 1

Institutional Mission

Suggestions

Commendations

Standard 2 Educational Programs

Standard 3

Standard 4

Standard 5 Learning Resources

Standard 6

Save Report Data

Please type all commendations for this standard below.

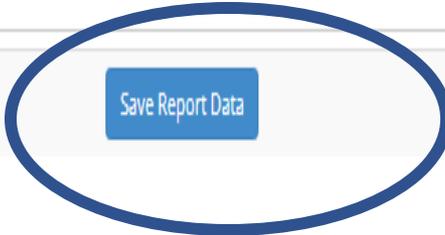
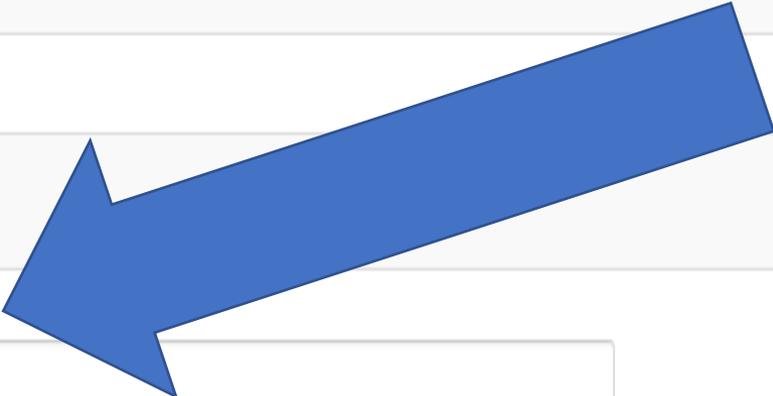
COMMENDATIONS ARE NOT REQUIRED. Commendations may be made by standard in cases where the institution has, in the team's opinion, demonstrated exemplary performance in a program or other operational area.

Number commendations when more than one is written.

1. Commendations for this standard?\*

YES  NO

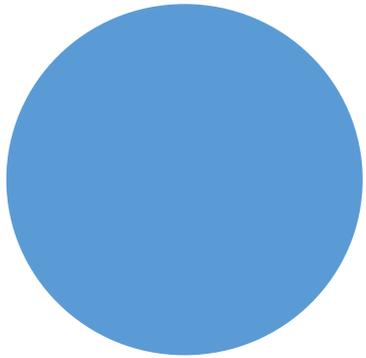
Commendations



Save Report Data

# Commendation Example

- “The team commends the institution for its partnership with the business, industry and manufacturing community in providing state-of-the-art equipment in their Welding laboratory at minimal cost to the institution.”
- “The team commends the administration, faculty and staff for creating and maintaining an outstanding culture and climate through its commitment to both academic and life skills education for all students.”



Now, It's Your |  
Turn!

## **EXAMPLE #1 – Standard 2**

### **Scenario:**

**Main Campus:** Tucson, AZ

**Branch Campuses:** Seattle, WA, and Eugene, OR

**The Issue:** Culinary Arts Program (main campus), and Medical Office Specialist and Medical Assistant (both programs in Seattle). None of these programs have advisory committees.

# Well Written FNC Example:

“The team finds that the institution has not appointed occupational advisory committees for the **Culinary Arts** program at the **main campus**, or the **Medical Office Specialist** and **Medical Assistant** programs at the **Seattle, WA branch campus**. The advisory committee must ensure that desirable, relevant, and current practices of each occupation are being taught. These occupational advisory committees must: Consist of a minimum of three members external to the institution who have expertise in the occupational program; represent each service area covered by the program at each meeting (main campus and each branch campus); have at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present); and, meet at least twice annually; ensures that no fewer than three months separate each official committee meeting; and, follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and [provide] demographic information for each member.”

## ***What Makes It Good?***

- ***Included Campus Names***
- ***Included Program Names***
- ***Included Criteria Language from the Check Sheets***

## EXAMPLE #2 – Standard 2

### Scenario:

**Main (and only) Campus:** Schenectady, NY

**Program: Cosmetology** (*See Handbook of Accreditation regarding single-program institutions*)

**The Issue:** Harper Island Cosmetology School is hosting a reaffirmation visit in October 2019 and it hosted its last accreditation visit in 2013. The institution has a history of hosting its OAC meetings every March and September. During the reaffirmation visit the school provided documentation of all of its OAC meetings for 2013-2018, but could not provide documentation reflecting that they hosted any OAC meetings in 2019. **Should the school receive a finding?**

**YES,** The criterion states that the institution must host at least two OAC meetings (at least three months apart) in one (calendar) year, and this institution has not done so.

### ***Things to Consider:***

- Look at the site visit date: October 2019
- In 2019 there were no OAC meetings
- The institution will not have the time it needs (team visit in October) to host two sets of OAC meetings for the program it offers (minimum of 3 months of meetings required)

## **EXAMPLE #3 – Standard 6 (Operation and Maintenance Plan)**

**Main Campus: Harper's Ferry, WV**

**Branch Campuses: Key Largo, FL and Wilmington, NC**

### **Scenario:**

Below is a description of the status of the institution's operation and maintenance of all physical facilities, technical infrastructure and, if applicable, distance education infrastructure:

- The plan addresses the institution's equipment and supplies.
- The plan addresses applicable federal codes and procedures.
- The plan addresses personnel.
- The plan was last evaluated five years ago.
- Branch campuses were not included in the plan.

## Finding of Non-Compliance Language

The team finds that although the institution developed an operation and maintenance plan, the plan does not address relevant **STATE** law; the institution has not made the plan available to employees and students; the institution has **not** ensured that the plan is **evaluated** on an **annual basis** and revised, as needed; and, the plan **does not address the branch campuses in Key Largo, FL and Wilmington, NC.**

### Things to Consider:

- **Look at all the elements of the plan (use the check sheets)**
- **Remember all plans must be evaluated and in use**
- **Include the names of the branch campuses**

## **EXAMPLE #4 – Programs Scenario**

**Main Campus: San Francisco, CA**

**Branch Campuses: Jennings, LA and Mt. Juliet, TN**

The institution is approved to offer Welding Technology, CNC Machining, and Pharmacy Technician among its list of COE-approved programs. During the visit, the team discovers that the programs are listed in the school's catalog and website as Welding Technician, CNC Machining Operator, and Pharmacy Technology at all campuses. Should the institution receive a FNC?

# EXAMPLE #4 –YES, the institution should receive a Finding of Non-Compliance

## CONDITIONS CHECK SHEET Generic Version – 2019 Edition

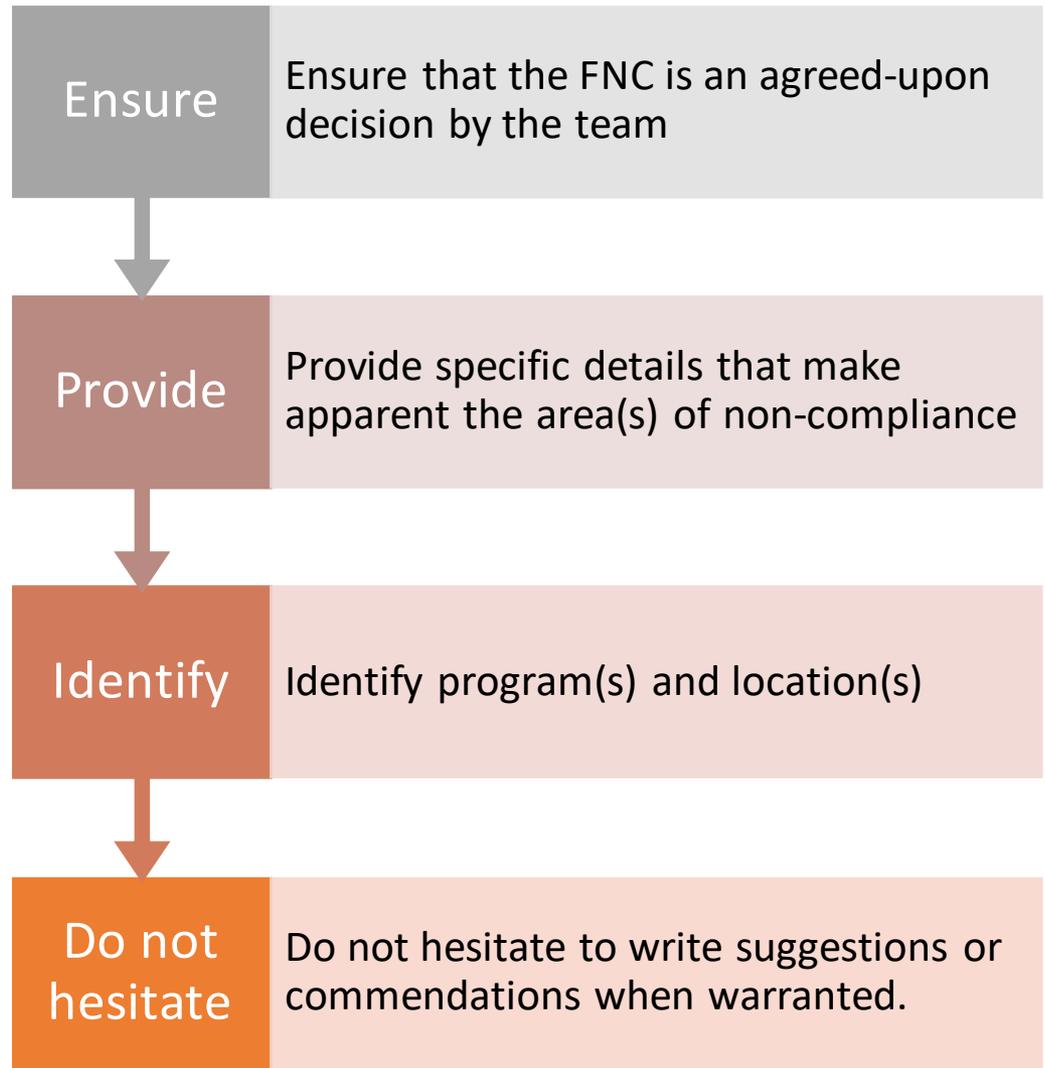
CONDITIONS	YES	NO	N/A
<b>Item 1: Visiting teams complete the Worksheet for Confirming Compliance with Eligibility Requirements before responding to this item.</b>			
1. The institution continues to demonstrate that it satisfies each of the eligibility requirements for Candidate for Accreditation.			
<b>Item 2: The visiting team, at the conclusion of its visit, must determine its response to the following condition after reviewing institutional documentation, conducting interviews with administration, staff, and faculty, and completing all applicable parts of conditions and standards check sheets:</b>			
2. The institution conducts its affairs with acceptable standards of honesty and integrity.			
3. The institution meets all lawful obligations imposed by state and federal agencies.			
4. The institution has notified the Commission of any individual affiliated with the institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing-board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.			
5. The institution occupies its own physical facilities and is not co-located with another institution.			
6. The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions. (See <i>Handbook of Accreditation</i> )			
<b>Non-Public Institutions Only</b>			
7. (If required to operate) The institution has an original current license for the main campus and each branch and/or extension.			
<b>Item 8: This item is to be completed by Visiting Teams during accreditation visits.</b>			
<b>Non-Public Institutions Only:</b>			
8. List ID numbers and expiration dates of licenses for all campuses:			
9. The on-site administrator or other full-time employee at the main campus attended required workshop(s) within six to eighteen months prior to hosting the accreditation visiting team. (For initial accreditation, Candidate Academy/Self-Study workshops. For reaffirmation, Self-Study and Annual Report Workshops <b>(The Annual Report and Reporting Student Achievement Data, if applicable)</b> .)			
10. For initial accreditation or reaffirmation of accreditation, the institution has placed a <b>notice on the home page of the institution's web site and within at least one print media sources that is circulated within the service area of each campus of the institution. This notice must be placed at least sixty (60) days prior to hosting the accreditation visit and must state that the institution is applying for initial accreditation or reaffirmation of accreditation with the Commission of COE in compliance with Commission criteria.</b>			
<b>Item 11: This item is to be completed by Visiting Teams during accreditation visits.</b>			
11. Date notice was published, broadcast, or televised.			
12. The institution has submitted an evaluation of standards form from one of its occupational advisory committees prior to hosting an accreditation visiting team.			
13. <b>The institution has informed the Commission of all planned and unplanned substantive changes.</b>			

### Conditions #13:

*The institution has informed the commission of all planned and unplanned substantive changes.*

The institution is approved to offer Welding Technology, CNC Machining, and Pharmacy Technician. However, the team finds the programs are listed incorrectly in the school's catalog and on its website as Welding Technician, CNC Machining Operator, and Pharmacy Technology at the San Francisco, CA main campus and the branch campuses in Jennings, LA and Mt. Juliet, TN.

# To write a successful FNC:



# Questions?

**Thank You!**