Self-Study Workshop Part 1

Non-Public Institutions

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Revised 6/19/20

Objectives

- Review significance of Self-Study Report
- Discuss report components and format
- Suggest method for preparing report
- Recommend timeline for report activities
- Discuss how Self-Study Report and accreditation visit are interconnected
- Provide resources for institutional support

Report Timeline

- "Begin with the end in mind"
- Schedule activities according to anticipated Team Visit date
- <mark>The complete Self-Study Report (and **NOT** a partial one) must be and emailed to the Team Leader 60 (calendar) days before the Team Visit</mark>
- Candidate institutions must complete a Self-Study and host a visiting team no earlier than 6 months after becoming a candidate but no later than 24 months after becoming a candidate.
- Have the <u>on-site</u> administrator or other full-time employee at the <u>main campus</u> attend required workshop(s) within 6-18 months prior to hosting the accreditation visiting team.
- Generally an institution should allow 1 year for the Self-Study preparation
- DO NOT RUSH THE PROCESS

What We've Seen So Far.....

Scheduling Your Visit:
- Institution did not attend <u>ALL</u> required COE workshops
- Institution's workshop certifications expire before institution is scheduled to host their visit
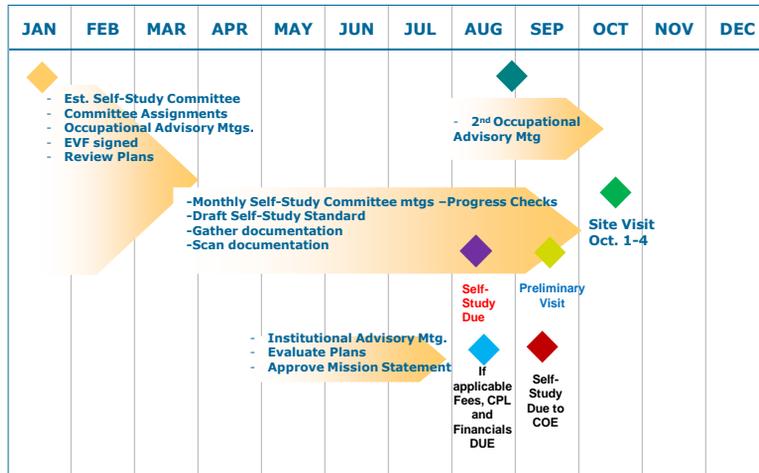
Preparing for Your Visit:
- Institution failed to submit complete self-study by 60-day due date
- Institution submitted an incomplete or incorrect self-study
- Institution is unprepared for a preliminary visit

Repercussions:
- $2,000 penalty for late or incomplete submission of required documentation
- Violation Status (with penalty) for institutions
- Requirement to attend next COE conference and required workshops
- Reduced accreditation visit cycle/Delayed accreditation visit

Self-Study Timeline

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

- Est. Self-Study Committee
- Committee Assignments
- Occupational Advisory Mtgs.
- EVF signed
- Review Plans

- 2nd Occupational Advisory Mtg

–Monthly Self-Study Committee mtgs –Progress Checks
–Draft Self-Study Standard
–Gather documentation
–Scan documentation

Site Visit
Oct. 1-4

Self-Study Due

Preliminary Visit

- Institutional Advisory Mtg.
- Evaluate Plans
- Approve Mission Statement

If applicable Fees, CPL and Financials DUE

Self-Study Due to COE

What is a Self-Study Report?

- It is an ORIGINAL document prepared by an institution describing how the institution meets the Standards and Conditions of the Commission.
  - The Self-Study Report is a book
  - Unique to your institution-no one's Self-Study should look like your Self-Study
- It familiarizes the visiting team with the institution's programs and services
- It is prepared according to a prescribed format
- It involves the participation of all institutional personnel

Digital Exhibits

- Digital Exhibits show your compliance to the Conditions and Standards
- Specific and detailed
- At least one document per criterion
- Watch for commas, conjunctions
- How many years of exhibits should I prepare?
  - The following documentation must be kept on file from one accreditation team visit until the next. All documents will be prepared as exhibits:
    - Institutional Advisory Agendas and Minutes
    - Occupational Advisory Agendas and Minutes
    - Strategic Plan and All Other Plans
    - Records of Student Refunds
    - Grievances
    - Default Management Plans
    - Financial Reports
    - Copies of Promotional and Advertising Material (must be kept on file for 3 years)
    - Employer Verification Forms
  - A record or copy of all promotional and advertising material must be kept on file for 3 years.
  - For all other types of documentation not listed above, the institution should provide one year of documentation in their exhibit materials. It is at the team's discretion to ask for additional documentation.

The Accreditation Process

- Self-Study workshop
- Preparation of Self-Study Report
  - Due 60 days prior to the Team Visit
- Preliminary visit by team leader
- Accreditation visit
- Team report
- Institutional response
- Commission vote to approve, defer, and deny accreditation

Conditions
Standard 1 - Institutional Mission
Standard 2 - Educational Programs
    A. Admissions
    B. Programs
    C. Instruction
Standard 3 - Program and Institutional Outcomes
Standard 4 - Strategic Planning
Standard 5 - Learning Resources
    A. Media Services
    B. Instructional Equipment
    C. Instructional Supplies
Standard 6 - Physical Resources and Technical
  Infrastructure
Standard 7 - Financial Resources
Standard 8 - Human Resources
    A. General
    B. Faculty
    C. Administrative and Supervisory Personnel
    D. Instructional Support Staff
    E. Non-instructional Support Staff/Services
Standard 9 - Organizational Structure
Standard 10 - Student Services and Activities

Focus of the Self-Study Report:

The COE Check Sheets

- Represent the complete list of criteria for the Conditions and 10 Standards of accreditation by the Council

- The completed Conditions Check Sheet is included in the Self-Study Report

- Each Standard criterion must be addressed in the Self-Study Report

- Description of compliance to the criteria forms the basis of the Self-Study Report narrative

- Check Sheets should be copied and distributed to appropriate personnel

How Do I Get Started?

- Go to MyCouncil and check the institution's approved programs
- Make sure all program names, mode of delivery, clock hour/credit hours are correct
- Notify COE of changes to be made to the programs ASAP. If a program has not had students in it for 12 months the program should be deleted. Changes to the program list may require the institution to submit a Mini-Form (Public institutions) or a New Program Application or Change in Existing Form Application (Non-Public Institutions).
- **Important:** A moratorium will be placed on the acceptance of, processing and approval of ALL substantive changes beginning 6 months prior to the scheduled dates of accreditation team visits through the date the Commission grants initial accreditation or reaffirmation of accreditation.
- **For Programs Only**: A moratorium will be placed on the processing and approval of all program requests (additions, changes, deletions) six (6) months prior to a scheduled accreditation visit through the last day of the visit.
- Institutional staff reviews Standards check sheet for the service or program they have been assigned
- Prepare numbered electronic folders for each criterion on the check sheet
- Gather and file documents that validate compliance to each criterion

What is <u>not</u> included in the Self-Study?

- **Exhibits**
- **Objectives from the Handbook of Accreditation**
- **Standard 2 Program Supplement and Composite (each program is included in Standard 2)**
- **Plans, Policies and Procedures**
- **Institutional and Occupational Advisory Committee Minutes**
- **Financials and COE Questionnaire**
- **Employer Verification Forms**
- **Names of Staff Members**

Format for the Self-Study Report

- Cover
- Preface
- List of Self-Study Members
- Table of Contents
- Institutional and Community Characteristics
- Conditions Check Sheet and Findings
  - Condition Check Sheet must be included as part of the Self-Study document. Please ensure all boxes are checked. Do no include a narrative
- Standards
  - Introduction
  - Analysis
  - Challenges and Solutions
  - Summary
    - Required Charts and Forms
- Glossary

Standards

- Each Standard must include the following four parts:

  A. **Introduction**

  B. **Analysis** *(a re-statement of the criteria that is being addressed –copy from the Check Sheets)*

  C. **Challenges and Solutions**

  D. **Summary**

Introduction

- A one or two-paragraph introduction should begin each Standard.

- A brief history must be provided for each Standard and educational program, which briefly describes the history, mission and breadth of each program.

- Also describe any unique circumstances or situations that might need to be explained.

Analysis

- The documents you have gathered provide the basis for your report

- State the criterion as worded on Check Sheets followed by how the institution complies

- Number the criterion just as it is numbered on the Check Sheets (according to numbers in white blocks)

- Use any subdivisions listed on the Check Sheets

- Cite specific events

BE DESCRIPTIVE

- Describe how your institution is in compliance with the criterion.

Multi-Part Criteria

- In the Standards there are several multi-part criteria. The multi-part criteria are identified on the 2018 Check Sheets in a red box. When writing the Self-Study Report, copy all the criteria in the red box and then explain how the institution is meeting **all** of those criteria.

- Multi-Part criteria can be found in several of the standards.

Example of Multi-Part Criteria

6.	The institution has an organized and functional institutional advisory committee. **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.)**		
	The institution advisory committee meets the following requirements:		
7.	Is composed of at least three persons external to the institution;		
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);		
9.	Meets at least once annually, if serving only in an institutional advisory capacity; OR, twice annually, if serving in an occupational advisory capacity;		
10.	Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member; and,		
11.	Is used to provide community involvement in maintaining a relevant mission for the institution.		
12.	Public information and community relations is maintained to promote the institution's mission in its community.		

(Criteria 6–11 marked as **MULTI-PART CRITERION**)

Challenges and Solutions

- Describe problem areas (where compliance to COE criteria is a challenge) in an objective, brief and straight-forward manner

- Tell how the school has solved problem(s) and worked to come into compliance

- Identifying challenges is an important part of the accreditation process.

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Summary

- A one paragraph summary will conclude the chapter by highlighting significant accomplishments or challenges relative to the Standard.

Charts/Forms Included in the Self-Study Report

Charts/Forms that MUST be included in the Self-Study:

(2018 Self-Study Manual Pgs 12-13)

- **Post-Educational Program Chart (Standard 2)**
  - Each campus has its own chart
  - Be sure program hours are consistent with those listed on Clock Hour/Credit Hour Chart and on Employer Verification Form
  - Course titles should be consistent with titles on your COE List of Approved Programs
  - Group program "families" together (i.e., Accounting AAS, Accounting Diploma, Bookkeeping Certificate, etc.)

Charts/Forms Included in the Self-Study Report

- **Clock Hour/Credit Hour Chart (Standard 2 if applicable)**
  - Only for programs offered and COE approved in credit hours
  - Course titles should be consistent with titles on your COE List of Approved Programs
  - Double-check clock hour-to-credit hour conversion for lecture, lab, and work-based activities (see 2019 Handbook of Accreditation, Std 2, Item B-36,Pg. 58)

Charts/Forms Included in the Self-Study Report

- **Completion/Placement/Licensure Form (Standard 3)**
  - Use the report submitted with the COE Annual Report (December)
  - Note the definition of a "completer" (pg.84 2019 Handbook of Accreditation)
  - Each campus has its own CPL form.
  - Secondary programs use a separate form

Charts/Forms Included in the Self-Study Report

Completion/Placement/Licensure Form (Standard 3)

FOR INITIAL ACCREDITATION ONLY: The majority of programs must meet the required benchmarks for completion, placement, and licensure exam pass rate.

COE benchmarks for completion are 60%, for placement 70%, and licensure exam pass rate 70%.

Institutions preparing for initial accreditation must submit CPL data to COE (Renee or Denise) 60 days prior to hosting the team. Check the COE website for CPL form to complete.

Charts/Forms Included in the Self-Study Report

- **Roster of Instructional Staff (Standard 8) Page 38 2018 Self-Study Manual**
  - Each campus has its own charts
  - Group instructors by program
  - Include a major when listing AS, BS, MS, etc.
  - Indicate associate degree faculty with asterisk
  - Workload is shown in hours per week
  - If abbreviating course titles under the *Courses Taught* column, then provide a key/legend listing the full name of those courses
- **Roster of Administrative/Supervisory Staff (Standard 8) Page 39 2018 Self-Study Manual**
  - Group by service area (Student Services, Business Office, Financial Aid, etc.)

Charts/Forms Included in the Self-Study Report

- **Form of Ownership (Standard 9)**
  - Complete the form as it applies to your - institution. **(Pages 57-60 2018 Self-Study Manual)**

IMPORTANT NOTE

- The Self-Study Report is not the place to inform the Commission about new programs, new branches, changes of location, etc. There is a specific application procedure required for Commission approval of these types of substantive changes. (Refer to *Handbook of Accreditation, 2019 Edition*, page 29-43)

- Check your MyCouncil List of Approved Programs often
  - Program Names
  - Clock Hours or Credit Hours, if applicable
  - Mode of Delivery
  - Campus Names and Addresses

Substantive Changes

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- A substantive change is one which significantly alters an institution's scope, programs, location, standing with another nationally recognized accrediting agency or state or federal agency, financial stability, ownership or control.

- **Important:** A moratorium will be placed on the acceptance of, processing and approval (initial and/or final) of ALL substantive changes beginning 6 months prior to the scheduled dates of accreditation team visits <u>through the date the Commission grants initial accreditation or reaffirmation of accreditation</u>.

- **For Programs Only**: A moratorium will be placed on the processing and approval of all program requests (additions, changes, deletions) six (6) months prior to a scheduled accreditation visit <u>through the last day of the visit</u>. (Exception: Program additions and changes may be approved after the last day of the initial or accreditation visit only for the purpose of compliance with findings stated in the official team report.)

Standard 2

- The Composite is no longer required
- The program supplement is not required, but has a chapter for each occupational program
- Has the same format and 4-part organization as the Self-Study Report
- Each program chapter includes a Clock Hour/Credit Hour Chart, if applicable
- All programs listed on the COE Approved Program List in the MyCouncil software must be included in Standard 2
- One Postsecondary Educational Program Chart for each campus
- Refer to Pages 12,13,23, 27 of the 2018 Self-Study Manual

Requirements for a Successful Self-Study Report

- Start early/Plan
- Commitment of time and resources
- Institutional leadership support
- Involvement of all members of the institutional community
- Adherence to 2018 *Self-Study Manual* guidelines
- Objective perspective with a focus on institutional improvement

Self-Study Report and the Team Visit

- Self-Study Report familiarizes team members with institution's programs, services and characteristics
- The Self-Study Report (*book*) provides the team with a valuable "first impression"
- Team members will seek to verify that the Self-Study Report is an <u>accurate</u> description of activities taking place at your institution

Self-Study Report and the Team Visit

- Documents gathered to write the Report should become the exhibits reviewed by the visiting team

- At the time of the site visit, the institution is providing a snapshot in time; therefore, no changes, modifications, additions, and deletions can be made to the institution's documentation

- The team will allow the institution a reasonable time to retrieve existing documentation (determined by the team leader)

- Exhibits should be presented in electronic folders arranged in the exact order as the criteria on the COE Check Sheets

- There should be at least one exhibit for each criteria

- There should be exhibits for the Conditions, for each Standard, and for each occupational program

NOTE:

- During the preliminary visit or before, if the Team Leader finds that the Self-Study Report does not comply with requirements specified in the COE Self-Study Manual, the team visit will be postponed.

2020 Self-Study Submission

- The Council now requires only one digital copy of the Self-Study to be submitted to the Commission Office to Amanda Lough at amanda.lough@council.org; copy Denise or Renee

- Submit the document as ONE document 20 days prior to the scheduled visit.

- Digital Document Format: PDF, Google Drive, Dropbox, etc. Ensure to provide COE staff with appropriate access information

- The institution should maintain at least one copy of the Self-Study Report for the school's permanent accreditation file

IMPORTANT REMINDERS:

- Institutions planning to host accreditation visiting teams must arrange for <u>one </u>of their Advisory Committees to complete an online survey of the Council's accreditation standards.
https://www.surveymonkey.com/s/OccAdvisoryCommStandards

- Print the last page before you hit the submit button for documentation. The response will be used in the exhibit materials.

IMPORTANT REMINDERS:

- Guidelines for Reporting Secondary Programs: *Important change to this policy. The Council gives the institution the option to include secondary programs in the Self-Study Report. No longer are institutions required to include secondary students and programs in the Self-Study Report (and FTE calculation and completion rate data collection).

- Consultants may not serve in the role of accreditation liaisons for an institution and should not contact the Council office for information on behalf of the institution.

(2019 Handbook of Accreditation page 15)

Frequently Asked Questions:

- For multi-campus institutions, does each campus need its own Self-Study Report?

- Are continuing education, industry training (Microsoft Word) or adult education program e.g. GED included in the review?

- Does the Conditions section require a narrative report?

- Are discontinued programs written up in the Self-Study Report?

- What is a program?

Occupational Programs

An "occupational program" is one that prepares a student for employment or job advancement. Occupational programs can be of any length, from a 40-hour phlebotomy program to a 2,000-hour dental hygiene program. The term "short program" has no meaning with COE. Whether the school calls it a "course" or a "program", if the instruction imparts job knowledge and skills and prepares the student for employment or job advancement, it is an "occupational program" in the eyes of the Council.

All active occupational programs offered by a school and enrolling adult students must be listed on the Postsecondary Educational Programs chart in the COE Candidate Application. If you have an official enrollment agreement or contract that allows students to register for the XYZ Program at 600 clock hours, your Postsecondary Educational Programs chart must show the XYZ Program at 600 clock hours. An *active* program is one that enrolls students today or that has had student enrollment in the previous 12 months.

The list of occupational programs appearing on the Postsecondary Educational Programs chart is in *no way related to federal (Title IV) student financial aid*. It does not matter if a program is Title IV-eligible or not; if it is an active adult occupational program—of any length—it is included on the Postsecondary Educational Programs chart.

What programs are NOT occupational programs? Adult literacy or GED prep; ESL (although *Vocational* ESL programs are considered occupational programs); industry contract training; "life-enrichment" continuing education; licensure or certification test preparation courses; individual courses (such as Microsoft Word, or Turbo-Tax) that may impart specific skill or knowledge, but not enough to prepare the student for employment.

Still uncertain if a program is occupational? Ask yourself: "If a student successfully completes this program, will he or she be eligible for employment or job advancement based on the skills and knowledge learned in the program?" If the answer is "yes" it is an occupational program.

Frequently Asked Questions:

- Does COE notify the Dept. of Ed. of accreditation decisions?

- Does an institution that is being considered for reaffirmation need to give notice on the institution's web site and in at least one print media source? When?

- When can I start talking to my team leader?

Frequently Asked Questions:

- Where do you find the survey that must be taken by the advisory committee?
    - https://www.surveymonkey.com/s/OccAdvisoryCommStandards
- What size font (size and style) is appropriate?
- Can links be included in the Analysis of the Self-Study Report?

Additional COE workshops

- **Required: Self-Study Workshop Part 2 of 2: Preparing Self-Study Exhibits and Writing Plans for the Self-Study (Accreditation Compliance Track)**
- **Required: The Annual Report; The Annual Report: Reporting Completion, Placement, and Licensure Data**

Annual Meeting:
November 3-5, 2020
Caribe Royale All-Suite Hotel & Convention Center
Orlando, FL

If you want COE credit for attending this workshop…

Self-Study Workshop Certificate

Resources

- COE publications
- Handbook of Accreditation
- Policies and Rules of the Commission
- Self-Study Manual
- COE Staff (1.800.917.2081)
- COE Web Site (www.council.org)

Contact Information

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