

Accreditation Visiting Team Leader Certification

Part 1B

COE Annual Meeting 2020 | Myra West

In this Session.....

- Conducting the Team Visit
- Team Report
- Final Tasks for the Team Leader



Monday	Team Arrives at Hotel First Team Meeting Welcome Reception by Institution
Tuesday	Team arrives at Institution Meet w/CAO & Tour and Review Programs Standard 2 Lunch - Working Return to Hotel Dinner w/ Institutional selected staff
Wednesday	Review Program Findings Review All Standards & Conditions Lunch - working Recap Standards & Conditions Draft Team Report
Thursday	Collect Data & Complete Team Report Run Audit on TRS Team Leader w/CAO – Institutional Response Complete Evaluations & Reports Oral Team Report – Presentation to Institution

Sample
Schedule

Initial Meeting with the Visiting Team

- Introductions
- Discuss assignments
- Review team schedule
- Generally review conditions, standards and criteria for questions, etc.
- Verify that appropriate version of check sheets are being used (based on type of institution and edition)



Welcome Event

- Team Leader Introductory Remarks
 - “Assuring Quality and Integrity in Career and Technical Education”
 - COE Scope, Demographics and Student Outcomes
 - Core Values
- Introduction of Team Members
 - Team members introduce themselves:
 - Name
 - Occupation
 - City and state/county
 - Standards and programs they are evaluating

DAY 2 – Programs Review

- CAO addresses the visiting team
- School tour
- Assistant team leader assumes the responsibility for the review of Standard 2 (Programs)
- Individual program check sheets
- Make plans to visit night classes (if held)
- Schedule visits to work-based sites (Remember ALL COE-approved sites must be visited; e.g., clinical, internship, apprenticeship, co-op, etc.)
- Review the progress of the evaluation of programs
- Beware of compound statements within the criteria (often separated by commas)

DAY 3 – Standards Review (STANDARDS CHECKSHEETS 1-10)

- Here are all the written plans:
 - Work-based Activities Training
 - Job Placement/Follow-up
 - Strategic Plan
 - Operation and Maintenance
 - Default Management
 - Effectiveness of Student Services
 - Effectiveness of Student Retention
 - Placement Services
 - Physical Facilities and Technical Infrastructure
 - Media Services

REMEMBER:
ALL plans must be
evaluated AND in
use

DAY 3 – End of Day

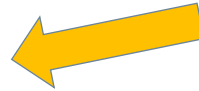
- Review all programs and standards
- Final draft of programs
- First draft of standards
- Review of all standards and FNCs, suggestions, and/or commendations
- Schedule a meeting with the CAO to ensure that missing documentation the team could not locate has not been overlooked

DAY 4

- Finalize all standards
- Team Report - DRAFT
 - Introduction to the Team Report
 - Ensure that all information has been entered into the TRS
 - Run the TRS audit
 - Finalize draft of oral team report
 - Meet with the CAO regarding the institutional response format (provided by COE) to address team’s findings
 - Remember, “DOCUMENTATION, NOT DISCOURSE”

IMPORTANT:

Use the introduction to detail any unusual situations or concerns that could not otherwise be captured in the team report



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

Standard 8 Human Resources

1. The primary mission of the institution is to instruct students at 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 as an official statement of the institution.*
 YES NO
3. The institution has an appropriate hard-copy and/or online publication which it uses to accurately describe its mission statement and the educational program.
 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:

6. Is composed of at least three persons with a majority being external to the institution;.*
 YES NO N/A
7. 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
8. Keeps minutes to document their activities, recommendations, and meeting attendance; and,*
 YES NO N/A
9. Is used to provide community involvement in maintaining a relevant mission for the institution.*

Remember to SAVE (top and bottom buttons)

Top Findings of Non-Compliance

- COE List of Approved Programs (Conditions)
- The COE List of Approved Programs does not align with programs that the institution is offering
 - Write a finding of non-compliance (FNC) in Conditions #13; See handout regarding Program Inconsistencies
- Employer Verification Forms (Standard 2)
 - Outdated forms, forms not signed, or not signed by person in a position to make hiring decisions
- Advisory Committee Meetings
 - Institutional Advisory Committee (Standard 1)
- Occupational Advisory Committee (Standard 2)
- Follow-up Plan for Completion, Placement, and Licensure (Standard 3)
- Strategic Plan (Standard 4)
- Beware of compound statements within the criteria (often separated by commas)

Top Findings of Non-Compliance

- Health and Safety Plan (Standard 6)
 - Institution does not have a plan that includes all the required elements found on the Standard 6 check sheet
- Annual evaluation of institutional employees (Standard 8)
- Plan for Professional Growth (Standard 8)
- Plan for Evaluation of Student Personnel Services (Standard 10)
- Plan for Placement Service (Standard 10)
 - Institution does not have a plan, or the plan does not include all required elements found on the Standard 10 check sheet

Final Tasks

**Team's Evaluation
of the Institution's
Self-Study**

**Personnel
Interview data in
TRS**

**Erase all computer
files on the
institution's
computers**

**Shred all hand
written notes and
material**

**Review Expense
Voucher for
consistency**

**When the team
leaves, contact
with the
institution ends**

Suggestions, Recommendations, and Evaluations

Institution Information

Visiting Team Information

Team Leader

Team Leader Notes

› Preliminary Visit Worksheet

› Visiting Team Evaluation of the Institution's Self Study Report

Evaluation by the Team Leader

Introduction to the Team Report

Team Report

[← Previous](#)

Evaluation by the Team Leader

Save Report Data

1. How could the office of the Executive Director of the Commission of the Council on Occupational Education better plan for the team visit?
2. How could the institution have improved its arrangements for the team visit?
3. Is there anyone on the campus you visited that we could add to our prospective list of visiting team personnel? (Include suggestions made by members of your team.)
4. Please give a frank appraisal of each member of your team. Would you recommend any of them to serve as a team leader or not serve on a future team? Give strong and weak points.

Save Report Data

Reminders

- The Self-Study Report must be completed and emailed to the Team Leader before the Preliminary Visit
- Has the on-site administrator or other full-time employee at the main campus attended required workshop(s) within 6-18 months prior to hosting the accreditation visiting team.
- 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.

Reminders

- Exhibits should be presented in electronic folders arranged in the exact order as the criteria on the COE Check Sheets
- Be familiar with the number of exhibits that should be provided for each criteria
- There should be exhibits for the conditions, for each standard, and for each occupational program

Reminders

- Team members will seek to verify that the Self-Study Report is an accurate description of activities taking place at the institution
- The Composite is no longer required
- Employer Verification Forms, financials and the Financial Questionnaire are no longer required in the Self-Study Report
- Plans, policies and procedures must be evaluated and in use

Workshop That You Can Use to Stay Up-to-Date

Self-Study, Parts 1 and 2

Occupational Advisory Committees: Moving from Compliance to Operational Excellence

Annual Report for Beginners; The Annual Report: Reporting Completion, Placement, and Licensure Data

Improving Student Achievement (Accreditation Maintenance Track)

Annual Meeting: November 13-15, 2019 in Reno, NV

THANK YOU!

NEXT REQUIRED WORKSHOP...

Part 2 - Team Leader/Team Member Certification – Writing Findings of Non-Compliance