

Substantive Changes

- Identifying
- Reporting
- Approving

DR. ALEX WITTIG

COUNCIL ON OCCUPATIONAL EDUCATION

COE ANNUAL MEETING (VIA WEBINAR)

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What are Substantive Changes?

Changes which significantly alter an institution's objective, scope, programs, location, standing with another nationally recognized accrediting agency or state/federal agency, financial stability, ownership, or control.

Types of Substantive Changes

- ▶ PLANNED
 - ▶ Must be applied for and approved by COE **before** the change takes place
- ▶ UNPLANNED
 - ▶ COE must be notified **within 5 days** after the change occurs
 - ▶ Following notification, an application for approval of the change must be submitted within 30 days

NOTE: Schools in candidate status may not apply for any substantive changes.

Planned Institutional Changes

- ▶ Name Change
- ▶ Location Change
- ▶ Change of Ownership/Control
- ▶ Merger of COE schools
- ▶ New Branch
- ▶ New Extension
- ▶ New Extended Classroom
- ▶ New Instructional Service Center
- ▶ Campus Relationship Change
- ▶ Change of a Branch to a New Main Campus
- ▶ Campus Closure

Planned Programmatic Changes

- ▶ New Program
- ▶ Initial Associate Degree
- ▶ Change in Existing Program
- ▶ Change of Programmatic Scope
- ▶ Program Deletion
- ▶ Program Replication/Relocation
- ▶ Institutional Distance Education
- ▶ Teach-out (internal)
- ▶ Teach-out (with another institution)
- ▶ Clock Hour/Credit Hour Conversion

Unplanned Events

- ▶ Loss of Licensure or State Approval
- ▶ Conditional or Adverse Status with Another Accreditor or Authorizing Agency
- ▶ Significant Loss of Funding or Bankruptcy
- ▶ Substantial disruption of classes
- ▶ Eviction or unplanned change of location
- ▶ Teach-out of another institution

Institutions must notify the Council within 5 days of these events.

Most Substantive Changes Require:

- ▶ Application
- ▶ State approval
- ▶ Fee
- ▶ Commission approval
- ▶ Site visit

**Refer to *Handbook of Accreditation*,
2020 Edition, pp. 35-36**

The Approval Process

- ▶ Letter of Intent of Planned Change at least 30 days before application is submitted
- ▶ Application is due to COE 90 days in advance of implementation
- ▶ Initial approval by Commission in MAR, JUN, SEP or DEC
- ▶ Site visit within 180 days of initial approval
- ▶ Final approval in MAR, JUN, SEP or DEC

Reminder:

Substantive changes
cannot be implemented
until the Commission
grants initial approval to
the change application

2021 Application Due Dates

- ▶ JAN 21 (for MAR 4-5 meeting)
- ▶ APR 22 (for JUN 10-11 meeting)
- ▶ AUG 5 (for SEP 18-19 meeting)
- ▶ OCT 28 (for DEC 14 meeting)

Due dates are firm

The Substantive Change Site Visit

- ▶ Within 180 days of initial approval date
- ▶ Two-person team
- ▶ One "working day" Visit
 - ▶ Noon-to-Noon
 - ▶ 9:00 a.m. to 5:00 p.m.
- ▶ State/Bias/Personal interest criteria apply
- ▶ Check Sheets and document exhibits
- ▶ Exit review

The Virtual Substantive Change Visit

- ▶ Scheduled during pandemic period
- ▶ File-sharing digital review of exhibits
- ▶ Short video of the facilities
- ▶ Virtual 1-hour meeting between the team and school personnel
- ▶ Follow-up on-site visit later to review facilities and equipment

The Approval Process (continued)

- ▶ Team Report sent to COE Executive Director and Institution
- ▶ Institution's Response (if necessary)
- ▶ Commission Action
 - ▶ Approve
 - ▶ Defer
 - ▶ Deny
 - ▶ (Appeal option in case of denial)
- ▶ Letter of Final Approval

Planned Substantive Changes will not be Approved:

- ▶ If any Unplanned Substantive Change has not been granted final Commission approval
- ▶ If any Violation Status is Pending
- ▶ If an Appeal is Pending
- ▶ If a COE Invoice is Past Due
- ▶ From 6 months prior to an accreditation visit until the date the Commission grants reaffirmation of accreditation

NOTE:

Final approval for planned substantive changes requiring site visits must be granted before additional applications for changes requiring site visits will be approved.

Pointers for Quick COE Approval

- ▶ Send one hard copy and a flash drive with a PDF of the application
- ▶ Enclose correct payment amount (application fee *plus* site visit deposit and dues, if applicable)
- ▶ Send amended PDF file if changes or additions are required by the Council
- ▶ Refer to “*Directions for Preparing and Submitting a Substantive Change Application*” in each application

A Word to the Wise



Unapproved sites and programs can lead to serious financial paybacks.

For More Information...

Dr. Alex Wittig
Associate Executive Director
Council on Occupational Education

Ph: (800) 917-2081 ext. 202

FX: (770) 396-3790

E: alex.wittig@council.org