

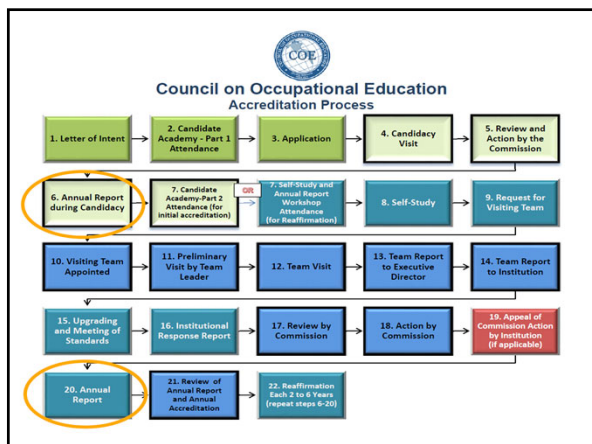


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New 2020 Annual Report Dates

- **Early December 2020:** Updated Help Manual and webinar training on new Annual Report software available.
- **January 2021:** 2020 Annual Report software will be released by January 8.
- **February 2021:** Annual Report submission deadline will be Friday, February 19, 2021

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HELPFUL TIPS!

- Get **REALLY** familiar with the *Handbook*
- Learn the Lingo!
- Print out the substantive change chart in the Handbook and share it with staff (also in this handout)
- Have the *Policies and Rules* handy as well

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What's it all about?

A Requirement for Continued Status

Continued candidate status or accreditation is determined annually by **Commission approval of institutional annual reports**. Candidate institutions must **show progress toward meeting standards** and criteria, and accredited institutions must show that they are **complying with standards**, criteria, and conditions for continued accreditation.

~Handbook of Accreditation, Substantive Obligations

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Other Benefits?

- Keeps institutions aware of the many criteria that must be met at all times
- Provides valuable student achievement data

AND IDEALLY...

- Is used to encourage on-going staff involvement in the accreditation process – a continuous improvement process
- Is used to promote continuous self-study preparation

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**EVERY
Year?!?**

ALL member institutions submit annual reports...

EVERY YEAR!

With ONE exception...

Institutions accepted as candidates for accreditation **AFTER** the first Commission meeting of the year are **NOT** required to submit an annual report for that year

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Where is it?

MyCouncil

- Only Candidate and Accredited Institutions and team members and leaders have access to *MyCouncil*
- The Chief Administrator (CA) of the institution must be invited to participate by the Council
- Chief Administrators can invite other users from the institution's staff and faculty.
- User accounts must be activated and permission granted to them by the CA to enable interactive features like the Annual Report

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 **NAVIGATION**

Log into MyCouncil
using the link on the COE website home page
(www.council.org)
OR
Use the direct URL: <http://my.council.org>

Firefox is only browser recommended for use with the
MyCouncil

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HELPFUL TIPS!

- Use the HELP MANUAL as you go through the software (available Dec. 2020)
- Refer to the Annual Report software training webinar on the Council's website (available Dec. 2020)
- Use the 2020 Check sheets from the Council's website to review Standards and Conditions. Make assignments if more than one person will be in the software
- Use the Excel Spreadsheet on the Council website for CPL data collection/reporting...throughout the year! (Does not apply to Federal or Job Corps)

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The Reporting Period

The period for report data (all sections except CPL data):

**Public/Non-Public/Job Corps/
Apprenticeships:**

July 1, 2019–June 30, 2020

Federal Institutions:

October 1, 2019 – September 30, 2020

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Types and Versions

Report Types (based on institution type):

Generic (Public and Non-Public)
Federal
Job Corps
Apprenticeship

Report Versions:

Short Version – for institutions that
hosted or will host an accreditation
team visit in 2020

Long Version – for all others

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The Long and Short of it...

- 1 ★ Combined FTE (Full-Time Equivalent)
- 2 ★ General Questions
- 3 • Conditions of Accreditation
- 4 • Standards (1 through 10)
- 5 • Criteria for Publications
- 6 ★ Postsecondary Programs
- 7 ★ Secondary Programs

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IMPORTANT Reminders

- Response Options
 - YES** always indicates compliance
 - NO** indicates non-compliance
- Every NO requires an explanation

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Conditions of Accreditation

REMINDER:
 Conditions of Accreditation are found in sections 3, 4, and 5 of the *Handbooks*
(Conditions are also found at the beginning of every set of check sheets for accreditation visiting teams.)

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Standards of Accreditation

- Standard criteria found in the report are those in the latest *Handbooks of Accreditation* (Section 6 of the *Handbooks*)
- Answer questions in Standard 2 with ALL program offerings in mind

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Criteria for Publications

- Definition for Publications found in Section 7 the *Handbooks*
- Institutions must have one or more publications that provide this information

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FTE – Full-Time Equivalent

- FTE is the number used by the Council to measure the size of the institution in terms of full time student load
- It is the figure the Council uses to apply annual dues
- Federal Institutions may use Average on Board figure (AOB) in place of this calculation
- **Apprenticeship Institutions will also include calculations for on-the-job learning hours (New in 2019)**

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FTE Calculation

FTE is calculated using the total number of hours that students are scheduled for instruction during the reporting period in all programs, at all campuses

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Hours Included in FTE Calculation

Program hours to include in this calculation:

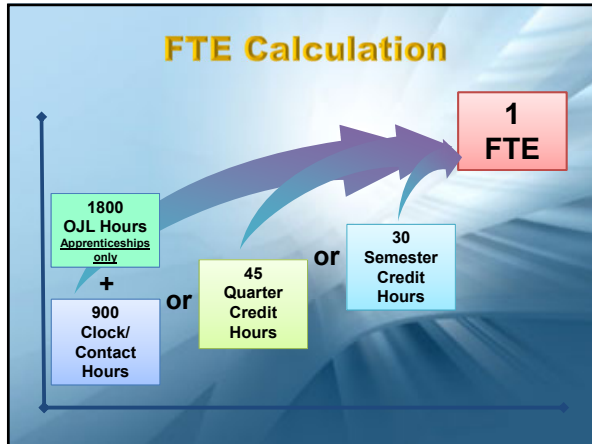
- All technical and career preparation programs offered on a continuous, open-enrollment basis
- Vocational ESL Programs
- General education courses that are required for program completion
- Apprenticeship institutions must include on-the-job learning hours. (New in 2019)
- Secondary Programs (if included in the accreditation of the institution)

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Hours Excluded from FTE Calculation

- Remedial classes
- Programs that are not career preparation programs
- Exploratory programs for secondary students

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Common FTE Errors

- Using the length of programs to calculate FTE
Example – “My program is 2200 hours so that’s my FTE for that program.”
- Using head count to calculate FTE
Example – “My school had 1000 students last year so that’s my FTE.”
- Using more than one measurement method (clock hours/quarter credits/semester credits) **UNLESS** you measure programs differently
Example – “My Nursing program is in clock hours and in semester hours. We should multiply both by the number of students in the program.”

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FTE HEIGHTENED MONITORING

If an institution has an FTE increase of 25% or more over the FTE calculation in the most recent annual report –

- A formal notice of FTE increase must be submitted to COE or uploaded into the annual report. The form is found on the Council’s website.
- After the March Commission meeting, these institutions will receive a letter placing the institution on Heightened Monitoring for Institutional Growth. This is a non-restrictive status and not published to the public.
- Additional information will be required.

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The FTE Worksheet

The FTE worksheet should **ONLY** be used if the institution has no electronic method of determining the total number of scheduled hours. The worksheet is not required or submitted to COE.

Apprenticeship institutions also have an FTE worksheet which includes OJL Hours. This worksheet is not required or submitted to COE.

The FTE worksheet is available at www.council.org
Applications and Forms
Institutional Annual Report Forms

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Uploads in Annual Report

➤ All uploaded documents must be in pdf format.

Required Uploads:

- Non-Public Institutions - must upload a copy of their current state approval(s)/licenses
- Only if the institution's catalog is not on the institution's website, upload a copy.

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Uploads in Annual Report

Possible Uploads:

- FTE Increase Notification Form – if the institution's FTE increased 25% or more from the previous year.
- ~~Improvement Plans for Triggered Programs – for programs that did not meet the established CPL benchmarks.~~ Not required for the 2020 Annual Report.
- Supporting documentation for any "No" responses to conditions or criterion.
- **NOTE: Audited Financial Statements should NOT be uploaded into MyCouncil or the Annual Report.**

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Report DUE DATE for 2020 AR

**Friday
February 19, 2021**

Failure to submit the annual report by the due date
will result in a \$2,000 fine

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Your Council Support Team

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2020 Substantive Change Chart Non-Public, Public, and Apprenticeships

Planned substantive changes include, but are not limited to, the following:

SUBSTANTIVE CHANGE	Documentation Required		Commission Review/ Approval Required	*Site Visit Required	Fee Required
	Public Institutions	Non-Public Institutions			
GOVERNANCE/CONTROL					
Change of Governance	L				
Change of Ownership or Control		A	•	•	\$3,000
Change of Stock, not Control		L			
Change of 50% or More in the Voting Membership of a Non-Profit Institution's Board		A	•	•	\$3,000
INSTITUTIONAL					
Converting a Branch to a Main Campus	A	A	•	•	\$3,000
Main Campus/Branch Campus Relationship Change	A	A	•	•	\$3,000 Per Change
Significant Reduction in Funding Level	L	L			
Merger of Two or More Institutions (See Section VII for definition.)	A		•	•	\$3,000
Change of Name	A	A			\$500
Change of Location (A change of location is defined as a physical relocation of an existing main, branch, instructional service center, or extension campus)	A	A	•	•	\$1,000
Withdrawal from Accreditation/Candidacy	L	L			
Monitoring Institutional Growth (See Monitoring)	L	L			
Contractual Agreements for Consulting or Recruiting (Third-party review fee may apply)	L	L	•		
ADDITIONAL NON-MAIN CAMPUS SITES <i>(Only one application for the establishment of a new non-main campus shall be accepted at a time. An application for a second non-main campus site will not be accepted until after the on-site visit of the first application and final approval is granted by the Commission.)</i>					
Branch Campus	A	A	•	•	\$1,500 (Plus Dues)
Extension Campus	A	A	•	•	\$1,500 (Plus Dues)
Instructional Service Center	A	A	•	•	\$1,500 (Plus Dues)
Extended Classroom	A	A	•	•	\$1,500
Permanent Closing of a Non-Main Campus Site	A	A			\$500 Per Location

(CONTINUED NEXT PAGE)

2020 Substantive Change Chart Non-Public, Public, and Apprenticeships

SUBSTANTIVE CHANGE	Documentation Required		Commission Review/ Approval Required	*Site Visit Required	Fee Required
	Public Institutions	Non-Public Institutions			
PROGRAMMATIC					
New Non-Degree Program	M	A			\$500
New Non-Degree Program Outside Current Scope (Change of Scope)	L	A	•	•	\$1,000
Initial Associate Degree Program (Change of Scope)	A	A	•	•	\$1,500
New Associate Degree Program (Subsequent application within current scope)	A	A			\$750
Program Relocation/Replication (Non-Public Institutions)	M	A			\$250 Per Location
Program Modification (Course Prep Hour Calculation to Supplement Title IV) - Initial Approval and Updates to Course Prep Calculation	A	A			\$250
Change in Existing Program - Increase/Decrease in Length of <u>Less</u> Than 25% (Only one such change per program can be processed within a 12-month period.)	L	A			\$250
Change in Existing Program-Mode of Delivery	M	A			\$250
Change in Existing Program - Increase in Length of 25% or More (Only one such change per program can be processed within a 12-month period.)	M	A	•		\$500
Change of Program Name	L	L			
Institutional Distance Education Delivery (See Section VII for definition.)	A	A	•	•	\$1,000
Contractual Agreements for Instruction (with entities that are/are not Title IV, HEA certified)	A	A	•		\$1,500
Clock Hour/Credit Hour Conversion	A	A	•		\$250 Per Program
Deleting an Educational Program (Programs with no students currently enrolled)	L	L			
Teach-Out of a Program (Conducted within the institution)	A	A			
Teach-Out Plans/Agreements (Conducted with an outside entity)	A	A	•		

IMPORTANT: A moratorium will be placed on the acceptance, processing, and approval (both initial and final) of ALL substantive changes beginning six months prior to the original scheduled dates of accreditation team visits through the date the Commission grants initial accreditation or reaffirmation of accreditation.

EXCEPTION: Program additions and changes may be approved after the last day of an accreditation visit for initial or reaffirmation of accreditation only for the purpose of compliance with findings stated in the official team report.

Institutions in candidate status are not permitted to apply for approval of substantive changes of any kind.

* Required site visits must be conducted within 180 days of the effective date of initial approval by the Commission and may require a deposit.

A - Application

L - Letter of request that includes program details, location(s) affected, and appropriate approvals

M - Mini Form

Substantive Change Chart Federal Handbook of Accreditation

Substantive Changes for the Federal Community *	Documentation Required		Commission Approval Required	Site Visit Required	Fee Required	Notify Federal COPPOC
	Letter of Notification	Application				
GOVERNANCE/CONTROL						
Change in Chief Administrator, Commander, or Accreditation Liaison Officer assigned to the institution	•					•
Change of governance	•					
Execution of an agreement which effectively nullifies the power of the governing board of an institution to control the institution	•					
INSTITUTIONAL						
Change of name	•					
Converting a branch to a main campus		•		•	\$3,000	
Change of location		•	•	•	\$1,000	
Change in the relationship between an existing branch and main campus	•					
Significant change in institutional funding or resourcing over the previous year (greater than 25%)	•					
Merger of two or more institutions		•		•	\$3,000	
Withdrawal from accreditation	•					
ADDITIONAL NON-MAIN CAMPUS SITES						
Establishment of a branch campus		•	•	•	\$1,500	
Establishment of an extension campus		•	•	•	\$1,500	
Permanent closing of a non-main campus site	•					
PROGRAMMATIC						
Change in the institution's mission or programmatic scope	•		•			
Integration of distance education delivery methods into a program that previously operated without a distance component	•		•			

*Federal institutions should work closely with COE to identify each perceived change consistent with intent and time lines described within this handbook. Once confirmed as a substantive change, COE may consider fee reductions and/or waivers based on the special needs and circumstances of each institution.

IMPORTANT: A moratorium will be placed on the acceptance, 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.