THE COE APPROVED PROGRAM LIST

(Public, Non-Public, Apprenticeships, and Job Corps)

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Understanding Why

• Why is this information important?

• Why are there so many policies governing programs?

• Why must you remain active in maintaining this list.
Today’s Agenda:

• The Council’s Scope of Accreditation

• Educational Program Policy Specifics

• Application Processes for Programs

• Your Questions

The Council’s Scope of Accreditation

U.S. Department of Education Recognition

The Council is recognized as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.
Taking **COMMAND**

- You need SPECIFICS!
  Stay familiar with the Handbook and Policies and Rules

- You may need HELP!
  Share this information with your staff
  Call on Council staff to help you

**The COE Approved Program List**

- Established from the list of programs you provide in the Application for Candidate Status

- Modified throughout the years with applications for approval of changes to the list

- Should match program list on Annual Report

- Names of programs on list should match names on state approvals
Speaking of Specifics…

Educational Program Policies Govern the List

Let’s dive in!

The Policies and Rules: How it Works (The Big Picture)

• The Handbook describes scope and conditions

• Policies describe processes

• Applications are developed from the policies
Council Program Applications:

• New Non-Degree Program
• New Associate Degree Program (Scope?)
• Changes in Existing Programs – Less than 25%
• Changes in Existing Programs – 25% or More
• Relocation/Replication of Programs
• Clock Hour/Credit Hour Conversion

and MORE applications…

• Institutional Distance Education Approval (Scope?)
• Contractual Agreements for Instruction (with Non-Title IV Entities)
• Deleting Educational Programs
• Teach Out of a Program – within your institution
• Teach Out Plans/Agreements – teaching out students from another institution
• Change of Scope
Determining Factors for Commission Review and Action

• Types of Changes
  (Limitations may apply)

• Initial Accreditation or Reaffirmation Cycles
  (Moratorium on Approvals)

• Status with the Council

About Types of Changes and Limitations:

• Changes requiring visits

• Changes that involve adjustments to Scope

• Sometimes TWO Approvals are Required (Initial and Final)
About the Moratorium…

Beginning six months prior to hosting an accreditation visiting team, a moratorium on all substantive change approvals and changes to the Approved Program List will be in effect and will remain in place until the institution has been granted reaffirmation of accreditation. Allow for processing time prior to the six month deadline.

Exception to the Moratorium

Program additions or changes may be approved after the last day of the initial or reaffirmation visit only for the purpose of compliance with findings stated in the official team report.
About Status with the Council

• Good Standing
• Multiple Substantive Changes
• Financial Stability
• Complaints
• Triggered Programs
• Violation Statuses
• Outstanding Invoices

It’s All About the Timing…

• Factors to be mindful of:
  • Deadlines with constituents you serve (trends in career education, constituent needs)
  • Status with the Council
  • Application processing time
  • Whether or not a site visit is required (The NUMBER of COE approvals required)
  • Accreditation Team Visits
  • Deadlines with other agencies regarding funding
Timeline on Commission Approvals

• Deadline for Complete Application – on COE website (under Accreditation tab under FAQs)
• Prelist for Department of Education – 30 days before meeting
• Commission Approval
• Change letter within 30 days of Commission meeting
• Approval date will be date of the Commission meeting

Timeline on Commission Approval with Site Visits (Change of Scope, Various Change of Locations, Initial Associate Degrees, Initial Distance Education, Additional Sites, and Change of Ownership)

• Deadline for Complete Application – on COE website (under Accreditation tab under FAQs)
• Prelist for Department of Education – 30 days before meeting
• Initial Commission Approval
• Site Visit must occur within 180 days of approval
• Final Commission approval after site visit and school response is received
New Changes to Substantive Changes list:

Staff review for these without going to Commission:

- Change of Scope Occupational Area and New Credential (still require site visit within 180 days)
- Change in Existing Program 25% or greater
- Clock Hour/Credit Hour Conversion
- Teach-Out Plans with outside entity

Questions You May Have…

- How long does it take to approve a new program or make changes to a program?
- How is the effective date of approval for a new program or change established?
- Will changes on the list affect the annual reporting process?
- COE deadlines for changes are listed under Accreditation-FAQs on the COE website.
CONTROLLING Change

• MyCouncil – COE’s Accreditation Management System

• FIREFOX, FIREFOX, FIREFOX!

• The Chain of Command in MyCouncil

Helpful Tips

• Share this information with other staff – they can help keep up with these requirements

• Place a note to include a review of the entire program list on your Advisory Committee Meeting agendas – Committees should be meeting twice each year and this can help keep the list in the forefront while you review and plan
• When you receive your accreditation certificate in June/July – let that be a reminder to log in and check your list

• When you receive your email about the annual report each fall, log in and review the list

• When you get notice from the Council of an upcoming accreditation visit, review the list

• Print the Chart of Substantive Changes from the Handbook and post it near your desk – it can help remind you of all types of changes that require notice or application to COE

• Remember that the information on the COE list of approved programs must be IDENTICAL to information you publish to your constituents, to information on your state approvals, and to information you provide to the U.S. Department of Education and other agencies for the purpose of funding
Names You Need to Know…

- **Alex Wittig** – supervises the Institutional Compliance Division responsible for processing ALL substantive change applications (Extension 202 – alex.wittig@council.org)

- **Marcia Cox** – works with non-public institutions, associate degree applications, distance education for non-public institutions, and apprenticeship school applications (Extension 201 – marcia.cox@council.org)

- **Dwight Pullen** – works with public institutions and Job Corps Centers program applications, including distance education for public institutions (Extension 104 – dwight.pullen@council.org)

- **Anita Lachhonna** – Administrative Assistant for the Institutional Compliance Division (Extension 203 – anita.lachhonna@council.org)