

The Self-Study-Part 2

Public, Non-Public & Registered Apprenticeship Institutions

Preparing Self-Study Exhibits

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How to Use This Presentation

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Session Discussion Items

- ▶ Identify written plans, policies, procedures, processes, and one chart required for a successful Self-Study Report
- ▶ Identify exhibits that show compliance with COE accreditation standards and criterion

P	NP	JC	F	RA
✓	✓	✓	✓	✓

What do you mean by PROOF?

- ▶ **Documentation = Proof**
- ▶ Documentation that supports EACH condition and criterion on the check sheets must be provided for the team members to review.
- ▶ Accessibility of “proof” to the appropriate team member can greatly expedite his/her work and enhance the effectiveness of the team.

P	NP	JC	F	RA
✓	✓	✓	✓	✓

What do you mean by PROOF?

- ▶ All exhibits need to be in an electronic format
- ▶ Digital files require adequate computer access for all members of the team
- ▶ Digital files must be easily accessible on an intranet, the internet on a secure password-protected site, or on electronic media, such as CD's or external drives

P	NP	JC	F	RA
✓	✓	✓	✓	✓

What do you mean by PROOF?

Clearly-labeled digital exhibit files can be placed within each subfolder.

The labels should correspond to the criterion numbers on the Conditions and Standards Check Sheets.

P	NP	JC	F	RA
✓	✓	✓	✓	✓

What if the criterion does not apply?

- ▶ **Simply state N/A or Not Applicable**
- ▶ **It is not necessary to state why your response is not applicable**

P	NP	JC	F	RA
✓	✓	✓	✓	✓

REMEMBER

- ▶ **Place documentation (PROOF) in each electronic folder:**
 - ▶ **No empty folders**
 - ▶ Don't refer to other folders or binders
 - ▶ Use only relevant information
 - ▶ Highlight necessary information; draws attention and makes finding documentation simple and quick
 - ▶ All documentation should have dates and should be placed in chronological order; shows history of activity
 - ▶ **Use completed surveys, tests, evaluations, etc.**
 - ▶ Include copies of required plans
 - ▶ Provide copies of pages from large documents-clearly identify the source document
 - ▶ **Be consistent—documentation should match the narrative in the Self-Study Report**
 - ▶ Keep exhibits simple, straightforward, and user friendly.

Who Gathers Exhibits?

EVERYONE!

Use the Self-Study Committee Task Sheet
(Self-Study Manual)



Plans, Policies and Procedures



Accreditation Maintenance Activities and Documentation
~ Public and Non-Public Institutions ~
(for 2022 accreditation visits)

WRITTEN PLANS, POLICIES, PROCESSES AND PROCEDURES THAT MUST BE MAINTAINED AT ALL TIMES

The following chart details, by standard, documentation that must be maintained at all times in order to demonstrate compliance with many accreditation criteria. (This is *not* an exhaustive list of all accreditation requirements.) The criteria specified in the chart reference the **2021 Standards Check Sheets** used by accreditation visiting teams in 2022.

Topic by Condition/Standard	Type of Documentation	Applicable Check Sheet Criteria Public/Non-Public Institutions
Conditions of Accreditation		
Publications (Website And Other Official Information)	Policy(ies)/Procedure(s)	20
STANDARD 1 – Institutional Mission		
N/A	N/A	N/A
STANDARD 2 – Educational Programs		
<i>Program Alignment and Administration</i>		
Systematic Process For Each Program	Process(es)	1-6
<i>Coursework Delivered via Distance Education</i>		
Distance Education Student Identity Verification	Process(es)	3
<i>Work-Based Activities</i>		
Work-Based Activity Partners	Agreement(s)	1-3
Work-Based Activities	Plan	4-6
STANDARD 3 – Program and Institutional Outcomes		
Programs and Institutional Outcomes Follow-Up	Plan	17-21

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✓	✓	✓	✓	✓

Plan

PLAN-a detailed written proposal/method for doing or achieving an objective.

The following elements must be included in a plan:

scope of services, budgetary resources, major activities, major publications, evaluations of the plan, and stakeholders with whom the plan is shared.

!

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Written Plan Components

- ▶ Plan should contain objectives, purpose, or intent of the plan
 - ▶ What will be accomplished
 - ▶ When it will be accomplished
 - ▶ Who is responsible for accomplishing it
 - ▶ How accomplishment will be measured
- ▶ Plan should outline activities to achieve the objectives
- ▶ Plan should specify roles and responsibilities
- ▶ Plan should include guidelines or timeliness for review and evaluation

ALL PLANS:

Written, Evaluated, and In Use!

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Policies

POLICY-Set of written statements providing the bounds within which all procedures, program, goals, and objectives of the institutions are carried out.

These are adopted by the governing board of an institution (or in military institutions, by higher military command headquarters) to ensure operations are in compliance with statutory regulations and are consistent with the stated mission.

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Written **P**rocedures

PROCEDURE-Formal or set order of operating or doing something - a method of conducting affairs.

- ▶ Should address specific tasks
- ▶ Should include step-by-step instructions
- ▶ May require forms and reports

Process

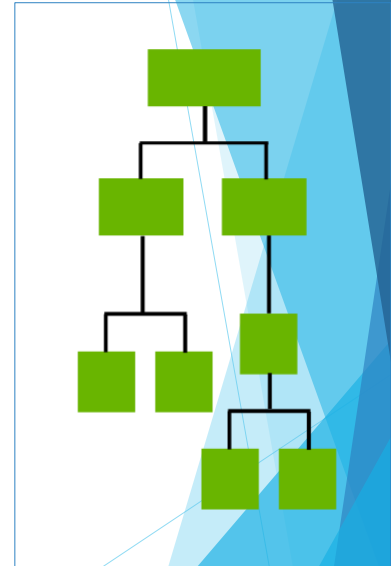
PROCESS-a series of progressive and independent steps by which an end is attained.

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✓	✓	✓	✓	✓

Chart

CHART (Standard 9, Organizational Structure)-

a graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.



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✓	✓	✓	✓	✓

IMPORTANT Definitions

Publications:

(e.g. Catalogs/brochures/pamphlets/websites) –

A website and other official informational documents which are made available through various media (hard copy or online) to provide the information that must be readily available to students, prospective students, and other constituents.

REFER TO: 2021 Handbook of Accreditation pages 92

Conditions

Official Publication: Use the **Criteria for Publications Worksheet** found in the **2021 Check Sheets for Accreditation Visiting Teams**

- ▶ Admission requirements and **Procedure**
- ▶ **Policy** on the transfer of students between programs within the institution
- ▶ **Policy** on the transfer of students from other institutions
- ▶ **Policy** on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution.
- ▶ **Policies, procedures,** and **time frame** for refunding fees and charges to students who withdraw from enrollment
- ▶ Institution's student grievance **procedure** which includes the Commission's mailing address, telephone number, and web site address

Conditions

Recruitment Activities:

- ▶ See *Worksheet for Confirming Compliance with Recruiting/Advertising Requirements* (2021 Check Sheets for Accreditation Visiting Teams)
- ▶ Recruiting practices must assure that **policies** and **procedures** for admission to programs are made available to prospective students prior to enrollment and communicated within a time frame that is sensitive to deadlines for enrollment and completion of programs should changes to the information occur.

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✓	✓	✓	✓	✓

Standard 1- Institutional Mission

- ▶ There are no plans, policies, procedures, processes or charts required for Standard 1.

Standard 2: Educational Programs

Agreements
Plans
Policies
Procedures
Processes

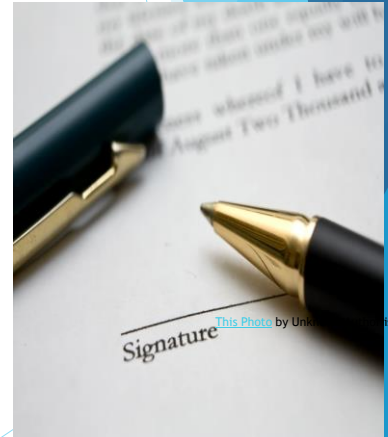
P	NP	JC	F	RA
✓	✓	✓	✓	✓

Written **A**greements with Partners

Written agreements for work-based activity partners, if any:

- ▶ Are current
- ▶ Specify expectations for all parties
- ▶ Ensure the protection of students

*This is an agreement between the partner and the institution; it is NOT a Plan)



P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 2- Educational Programs

Written **PLANS**

Work-Based Activities Definition:

Structured learning activities conducted in supervised work settings external to the institution or a program, or in a setting that involves the public (for example: clients who are served by the institution in cosmetology, clinical, or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). Work-based activities may also include structured learning activities that occur outside of the classroom. These activities must be planned with at least two objectives:

- 1) To provide students with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attained in their program of study; and,
- 2) To provide the institution with objective input from potential employers or customers of program graduates.

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✓	✓	✓	✓	✓

Work-Based Activity **P**lan

Each work-based activity has:

- ▶ A written instructional plan for students (that includes partners external to or within the institution)

The instructional plan:

- ▶ Specifies particular objectives, experiences, competencies, and evaluations that are required.
- ▶ Designates the on-site individual(s) responsible for:
 - ▶ Guiding and overseeing supervision of students' learning experiences and written evaluations.
- ▶ All work-based activities conducted by the institution are:
 - ▶ Coordinated by a designated institutional employee
 - ▶ Possessing appropriate qualifications

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 2- Educational Programs

Process

- ▶ Systematic Process for each program (8 areas of review)
- ▶ Distance Education Student Identity Verification

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✓	✓	✓	✓	✓

Standard 3-Program Outcomes

Written Plan

- ▶ Program Outcomes Follow-up Plan



P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 4-Strategic Planning

Written Plans

- ▶ Strategic PLAN



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✓	✓	✓	✓	✓

Strategic **P**lan

The strategic plan includes, as a minimum, the following components:

- ▶ Mission of the institution
- ▶ Vision of the institution
- ▶ Objectives for a minimum period of three years
- ▶ Strategies for achieving the objectives; and
- ▶ Current and projected financial resources that provide a basis for initiatives specified in the strategic plan
- ▶ Strategies for evaluating progress toward achieving the objectives
- ▶ The strategic plan is reviewed **annually** by the faculty, administration, and institutional advisory committee (revised as necessary)
- ▶ The results of the evaluation of progress toward achieving the objectives are documented annually

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✓	✓	✓	✓	✓

Strategic **P**lanning Definition-Handbook of Accreditation

A formalized, systematic process that the institution uses to anticipate and respond to major decisions facing it in the future.

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✓	✓	✓	✓	✓

Objectives of a Strategic **P**lan

- ▶ What will be accomplished
- ▶ When it will be accomplished
- ▶ Who is responsible for accomplishing it
- ▶ How accomplishment will be measured

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 5-Learning Resources **P**lans

- ▶ Written Plans
 - ▶ Media Services Plan
 - ▶ Plan for Maintaining Equipment and for Replacing or Disposing of Obsolete Equipment

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✓	✓	✓	✓	✓

Standard 5- Media Services **P**rocedure

- Instructional Equipment Inventory **P**rocedure
- **P**rocedure for Emergency Purchases and/or Equipment Repair
- **P**rocedure for Purchasing and Storing Instructional Supplies
- **P**rocedure for Emergency Purchases of Instructional Supplies

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Instructional Equipment Inventory **P**rocedure

The institution has a **procedure** of instructional equipment inventory

Equipment Inventory Definition-A detailed list of equipment including location, number of items, date of purchase, and purchase price and/or current value of each item. The list should include both instructional and non-instructional equipment.

Reference: 2021 Handbook of Accreditation page 87

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 6-Physical Resources and Technical Infrastructure

Written Plans

- ▶ Plan addressing the Adequacy and Improvement of All Physical Facilities and Technical Infrastructure and, if applicable, Distance Education
- ▶ Plan for Ongoing Operation and Maintenance of All Physical Facilities, Technical Infrastructure and, if applicable, Distance Education
- ▶ A written plan for assuring the health and safety of the institution's employees, students, and guests to **maintain readiness** is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents.
- ▶ **Plan to ensure the Protection of the Institution's Technical Infrastructure**

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✓	✓	✓	✓	✓

Standard 7-Financial Resources

Policy

- ▶ Refund **Policy**

Procedure

- ▶ Auditing and Budgeting Controls

Program

- ▶ Student Loan Repayment

P	NP	JC	F	RA
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Refund Policy

Worksheet

**Council on Occupational Education
REFUND POLICY WORKSHEET
Generic Version – 2021 Edition**

This form is to be completed by Visiting Teams during accreditation visits.

The following items are published in the Policies and Rules of the Commission: 2021 Edition. If any item is checked 'NO', also check 'N/C' on the Standard 7 check sheet, criterion 24.

	YES	NO	N/A
1. Refunds for Classes Canceled by the Institution			
a. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.			
b. The institution makes these refunds within 45 days of the planned start date.			
2. Refunds for Students Who Withdraw On or Before the First Day of Class			
a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than 30% of the tuition and fees.			
b. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.			
3. Refunds for Students Enrolled Prior to Visiting the Institution			
Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.			
4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction			
Institutions engaging in programs which are short-term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.			
5. Refunds for Withdrawal After Class Commences			
(a) Public Institutions			
The refund policy for students attending public institutions is consistent with the policy established by the institution's governing board.			
(b) Non-Public Institutions			
(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less			
The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:			
(i) During the first 10% of the period of financial obligation, the institution refunds at least 80% of the tuition.			
(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.			
(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition and.			
(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.			
(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months			
(i) Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.			
(ii) The calculation of the refund for the unused portion of the first 12 months is based on section (b)(1) Non-Public Institutions above.			
(iii) If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on section (b)(1) Non-Public Institutions above.			
If the institution deviates from the requirements of this policy as stated above, it has documentation			

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 8-Human Resources

Procedures

- ▶ Faculty/Staff Complaints/Grievances
- ▶ Effectiveness/Performance Evaluations of Full and Part-Time Employees
- ▶ Employee Orientation

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 9-Organizational Structure

Great news! No Plans, No Policies, No Procedures, No Process....

However, there is a **CHART:**

An organizational chart is available that shows the functional relationships among the personnel of the institution.

P	NP	JC	F	RA
✓	✓	✓	✓	✓

Standard 10-Student Services and Activities

Written Plans: Title IV Student Loan Default Management Plan, Student Retention Plan, Placement Services Plan AND Plan for Determining the Effectiveness of Student Services

Policies: Student Grievance Policy, Admission Policy, Admission by Exception, Admission for VESL

Procedures: Student Records Access Procedure, Student Transcripts Procedure, Admission Procedure, Admission by Exception Procedure, and Admission for VESL Procedure

Program-----Another P

▶ Student Orientation

P	NP	JC	F	RA
✓	✓	✓	✓	✓

REMINDER

**Reference:
Policies and
Rules of the
Commission**

Vocational English-As-A-Second-Language Programs

A Vocational English-as-a-Second-Language (ESL) Program is a stand-alone program that is limited to persons already possessing occupational competencies who would be employable if they could demonstrate adequate English language skills. The program consists solely of English as a second language courses and must meet the following requirements:

- The program must meet the objectives and criteria required of all COE-approved educational programs.
- The institution must admit only students who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.
- The institution must demonstrate that students enrolled in the ESL program possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.
- The institution accepts the responsibility for placement assistance upon graduation in compliance with COE placement requirements.
- The institution must submit student achievement data to verify completion rates, placement rates, and if applicable, licensure exam pass rates, for all students enrolled in Vocational ESL programs.

Vocational English-As-A-Second-Language Programs must be included on the list of programs.

Is the Self-Study Report Complete, Accurate, and Consistent?

- ▶ Is the terminology consistent throughout the documentation?
- ▶ Does the numbering match the Conditions and Standards Check Sheets?
- ▶ Are job titles and names of forms consistent?
- ▶ Make sure all of your staff is involved.
- ▶ Evaluate the Self-Study Report to ensure the documentation in the digital files accurately reflects what is written in the narratives.

We're In This Together



Questions
Thank you!