The Annual Report

Kay Smarr
Joe Molmer
November 2021

2021 Annual Report Dates


- December 2021: Annual Report submission deadline is Wednesday, December 8, 2021

The Accreditation Process Flow Chart

1. Letter of Intent
2. Candidate Academy Attendance
3. Application
4. Candidacy Visit
5. Review and Action by the Commission
6. Annual Report during Candidacy
7. Self-study and Annual Report Workshops
8. Self-Study
9. Request for Visiting Team
10. Visiting Team Appointed
11. Preliminary Visit by Team Leader
12. Team Visit
13. Team Report to Executive Director
14. Team Report to Institution
15. Upgrading and Meeting of Standards
16. Institutional Response Report
17. Review by Commission
18. Action by Commission
19. Appeal of Commission Action by Institution
20. Annual Report
21. Review of Annual Report and Annual Accreditation
22. Reaffirmation Period (every 2 to 6 years [repeat steps 7-21])

Arrows indicate where the Annual Report falls in the accreditation process.

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
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

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
ALL member institutions submit annual reports...

EVERY YEAR!

With ONE exception...
Institutions accepted as candidates for accreditation AFTER the March Commission meeting are NOT required to submit an annual report for that year

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
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

HELPFUL TIPS!

• Use the HELP MANUAL as you go through the software (available October 2021). The HELP Manual has screenshots and information vital to completing the Annual Report.

• Use the 2021 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 institutions)
The Reporting Period

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

Public/Non-Public/Job Corps/Apprenticeships:

July 1, 2020–June 30, 2021

Federal Institutions:

October 1, 2020 – September 30, 2021

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 2021
Long Version – for all others
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

IMPORTANT Reminders

- Response Options
  - YES always indicates compliance
  - NO indicates non-compliance
- Every NO requires an explanation
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
Criteria for Publications

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

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
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.

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.
- Secondary Programs (If included in the COE accreditation of the institution)
- Remedial classes
- Programs that are not career preparation programs
- Exploratory programs for secondary students

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### Hours Excluded from FTE Calculation

1. Remedial classes
2. Programs that are not career preparation programs
3. Exploratory programs for secondary students

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### FTE Calculation

- 1800 OJL Hours (Apprenticeships only)
- 900 Clock/Contact Hours
- 45 Quarter Credit Hours
- 30 Semester Credit Hours

1 FTE

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11
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.”

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. The form is found on the Council’s website. (This does not apply to Federal institutions)

- 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.
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. This 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 worksheets are available at
www.council.org
Resources/Applications and Forms
Institutional Annual Report Forms

Submissions with Annual Report

- All submitted documents must be in pdf format.

Required Submissions:

- Non-Public Institutions - must submit a copy of their current state approval(s)/licenses
- If the institution’s catalog is not on the institution’s website, email a copy.

Email to annualreport@council.org
Submissions with Annual Report

Possible Submissions:

- 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 2021 Annual Report.**
  
  Information regarding requirements for triggered programs will be discussed at The Annual Report: Reporting Student Achievement (CPL)workshop.

- Supporting documentation for any “No” responses to conditions or criterion.

- NOTE: Audited Financial Statements should **NOT** be submitted with the Annual Report or uploaded into MyCouncil.

Report **DUE DATE** for 2021 AR

**Wednesday December 8, 2021**

Failure to submit the annual report by the due date will result in a $2,000 fine
Your Council Support Team

Kay Smarr  kay.smarr@council.org

Joe Molmer  joe.molmer@council.org
## 2021 SUBSTANTIVE CHANGE CHART
PUBLIC, NON-PUBLIC, APPRENTICESHIPS

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

<table>
<thead>
<tr>
<th>SUBSTANTIVE CHANGE</th>
<th>Documentation Required</th>
<th>Commission Review/Approval Required</th>
<th>“Site Visit Required”</th>
<th>Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERNANCE/CONTROL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of Governance</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of Ownership or Control</td>
<td>A</td>
<td>●</td>
<td>●</td>
<td>$3,000</td>
</tr>
<tr>
<td>Change of Stock, not Control</td>
<td>L</td>
<td></td>
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</tr>
<tr>
<td>Change of 50% or More in the Voting Membership of a Non-Profit Institution’s Board</td>
<td>A</td>
<td>●</td>
<td>●</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>INSTITUTIONAL</strong></td>
<td></td>
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<tr>
<td>Converting a Branch to a Main Campus</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$3,000</td>
</tr>
<tr>
<td>Main Campus/Branch Campus Relationship Change</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$3,000</td>
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<tr>
<td>Significant Reduction in Funding Level</td>
<td>L</td>
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<tr>
<td>Merger of Two or More Institutions (See Section VII for definition.)</td>
<td>A</td>
<td>●</td>
<td>●</td>
<td>$3,000</td>
</tr>
<tr>
<td>Change of Name</td>
<td>A</td>
<td>A</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Change of Location (A change of location is defined as a physical relocation of an existing main, branch, instructional service center, or extension campus)</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$1,000</td>
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<tr>
<td>Withdrawal from Accreditation/Candidacy</td>
<td>L</td>
<td>L</td>
<td></td>
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<tr>
<td>Monitoring Institutional Growth (See Monitoring)</td>
<td>L</td>
<td>L</td>
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<tr>
<td>Contractual Agreements for Consulting or Recruiting (Third-party review fee may apply)</td>
<td>L</td>
<td>L</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL NON-MAIN CAMPUS SITES</strong> (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.)</td>
<td></td>
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<tr>
<td>Branch Campus</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$1,500</td>
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<tr>
<td>(Plus Dues)</td>
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<tr>
<td>Extension Campus</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$1,500</td>
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<tr>
<td>(Plus Dues)</td>
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<tr>
<td>Instructional Service Center</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$1,500</td>
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<tr>
<td>(Plus Dues)</td>
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<tr>
<td>Extended Classroom</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>$1,500</td>
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<tr>
<td>Permanent Closing of a Non-Main Campus Site</td>
<td>A</td>
<td>A</td>
<td></td>
<td>$500 Per Location</td>
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</table>

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

**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

36 - Council on Occupational Education
## 2021 Substantive Change Chart Federal Institutions

### GOVERNANCE/CONTROL

<table>
<thead>
<tr>
<th>Change in Chief Administrative Official, Commander, or Accreditation Liaison Official assigned to the institution</th>
<th>Documentation Required</th>
<th>Commission Approval Required</th>
<th>Site Visit Required</th>
<th>Fee Required</th>
<th>Notify Federal COPPOC</th>
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<tbody>
<tr>
<td>Letter of Notification</td>
<td>Application</td>
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| 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 in Institutional Mission | | | | | |
| Change of Name | | | | $500 | |
| Converting a Branch to a Main Campus | | | | | $3,000 |
| Change of Location (a physical relocation of an existing main, branch, or extension campus) | | | | | $1,000 |
| Main Campus/Branch Campus Relationship Change | | | | | $3,000 |
| Significant Change in Institutional Funding or Resourcing Over the Previous Year (greater than 25%) | | | | | |
| Merger of Two or More Institutions | | | | | $3,000 |
| Contractual Agreements for Instruction | | | | | $1,500 |
| Withdrawal from Accreditation | | | | | |

### ADDITIONAL NON-MAIN CAMPUS SITES

| Branch Campus | | | | | $1,500 (Plus Dues) |

| Extension Campus | | | | | $1,500 (Plus Dues) |

| Permanent Closing of a Non-Main Campus Site | | | | | $500 Per Location |

### PROGRAMMATIC

| Change of Programmatic Scope | | | | | |
| Institutional Distance Education Delivery | | | | | $1,000 |

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*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.

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