

*Welcome*

# Job Corps Self Study Session



Council On Occupational Education  
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Mr. Norman Brown

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## In this Session.....

- ✓ Review significance of Self-Study Report
- ✓ Accreditation for Job Corps Centers
- ✓ Discuss report components and format
- ✓ Suggest method for preparing report
- ✓ Recommend timeline for report activities
- ✓ Review written plans, policy and procedures
- ✓ Review standards and suggested exhibits
- ✓ Provide resources for institutional support
- ✓ Contact Information

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## What is a Self-Study?

- It is a document prepared by an institution describing how the institution meets the Standards and Criteria of the Commission.
- It familiarizes the visiting team with the institution's programs and services
- It is prepared according to a prescribed format
- It involves the participation of all institutional personnel

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## COE Accreditation for Job Corps Centers

1. The relationship between Job Corps and COE
2. The Value of accreditation for Job Corps Centers
3. Suggested steps for initial accreditation in Job Corps setting
4. Utilize the Institutional Self-Study as a candid assessment tool

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# 10 Standards of Accreditation

- The Council has adopted 10 standards that represent institutional aspects that must be evaluated on a regular basis
- Member institutions are obligated to maintain compliance with these Standards if they wish to maintain their accredited status
- The standards are comprised of individual criteria that help the Council assure institutional quality

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# How the Report is organized?

- The Report is written in narrative form
- There is a chapter for each Standard
- Each chapter has four parts:
  - Introduction
  - Analysis
  - Challenges & Proposed Solutions
  - Summary

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# Self-Study Committee

## Task Sheet

TASK Including Exhibits	Person Responsible	Date for Rough Draft	Completed	Date for Final Draft	Completed
Institutional/Community Characteristics					
Conditions Checksheet					
Standard 1 - Institutional Mission					
Standards 2 - Educational Programs					
<i>(*List each secondary and postsecondary program)</i>					
Standard 3 - Program and Institutional Outcomes					
Standard 4 - Strategic Planning					
Standard 5 - Learning Resources					
Standard 6 - Physical Resources					
Standard 7 - Financial Resources					
Standard 8 - Human Resources					
Standard 9 - Organizational Structure					
Standard 10 - Student Services and Activities					
Editing					
Document Reproduction (Printing - if needed)					
Transmit Self-Study and Program Supplements to Team Leader (1 copy before preliminary visit)					
Transmit Self-Study and Program Supplements to Team Members (1 copy each before visit)					
Transmit Self-Study and Program Supplements to Council Office (1 electronic copy)					
Revise Educational Programs Chart (if needed)					
					Target Date for Self-Study Completion

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# Written Plans

- Work-based Activities Training Plan
- Programs and Institutional Outcomes Follow-up
- Strategic Plan
- Health & Safety
- Operation & Maintenance
- Default Management
- Effectiveness of Student Services
- Media Services
- Placement Services
- Physical Facilities & Technical Infrastructure

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# Policy and Procedures

Admission

Ability to Benefit

Transfer of Students Between Programs

Refunds

Transfer of Students From Other Institutions

Emergency Purchase/Repair

Complaints/Grievances

Performance Evaluations

Employee Orientation

Grievance Policies/Procedures

Organizational Chart

Access to Student Records

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## IMPORTANT

At the time of the visit, the institution is providing a “snapshot” that reflects the status of the institution’s compliance with COE criteria.

Therefore, **NO changes, modifications, additions, or deletions may be made to the institution’s documentation**

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# Standards

## Folders One – Ten



Standard 1 – Institutional Mission



Standard 2 – Educational Programs



Standard 3 – Program and Institutional Outcomes



Standard 4 – Strategic Planning



Standard 5 – Learning Resources



Standard 6 – Physical Resources and Technical Infrastructure



Standard 7 – Financial Resources



Standard 8 – Human Resources



Standard 9 – Organizational Structure



Standard 10 – Student Services and Activities

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# Standard-1

## STANDARD 1 Institutional Mission Job Corps Version – 2017 Edition

Standard 1 Criteria	YES	NO
1. The primary mission of the institution is to instruct students to such competency levels essential to success in their occupations, including job knowledge, job skills, work habits, and/or attitudes.		
2. The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution.		
3. The institution has an appropriate hard-copy and/or online publication which it uses to accurately presents its mission statement and the educational courses and/or programs offered to achieve its mission.		
4. The current mission statement is consistently used by the institution and is promoted to the community that it serves.		
The institution has an organized and functional institutional advisory committee that meets the following requirements:		
5. Is composed of at least three persons with a majority being external to the institution;		
6. Meets at least once annually;		
7. Keeps minutes to document their activities, recommendations, and meeting attendance; and,		
8. Is used to provide community involvement in maintaining a relevant mission for the institution.		

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# Exhibits

## Folders One – Ten



Standard 1 – Institutional Mission



Standard 2 – Educational Programs



Standard 3 – Program and Institutional Outcomes



Standard 4 – Strategic Planning



Standard 5 – Learning Resources



Standard 6 – Physical Resources



Standard 7 – Financial Resources



Standard 8 – Human Resources



Standard 9 – Organizational Structure



Standard 10 – Student Services and Activities

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## Suggested Items to Have When COE Team Arrives

- ▶ CDSS
- ▶ Copy of COE Annual Report
- ▶ Copy of last COE Self-Study
- ▶ Last Assessment (DOL/Corporate)
- ▶ Last OMS-10
- ▶ Map of Campus
- ▶ Minutes from CRC, IAC, AAC
- ▶ Mission Statement
- ▶ Morning Bulletin
- ▶ PRH
- ▶ Safety Plans
- ▶ SOP
- ▶ Student Handbook
- ▶ Vision Statement
- ▶ Self-Study Certificates
- ▶ Telephone Directory

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## Exhibit List (Suggestions Only)

### Standard 1: Institutional Mission

1. CDSS/TAR/PRH
2. The Mission Statement/Handbook
3. Student Handbook/Career Technical Training Brochures
4. Web Page/Brochures
5. Center Industry Committee Members
6. CIC Minutes
7. CIC Minutes
8. Community Relations Committee Minutes

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## Exhibit List – continue

### ▶ Standard 2: Educational Programs Trade Specific

#### ▶ Admissions/Recruiting

- 1. Admission requirements from website/catalog/Handbook
- 2. Brochure/Handbook/Trade Change Form
- 3. PRH Outreach Chapter/bulletin from each trade

#### ▶ Programs

- 1. Curriculum/Class Schedule
- 2. CTT10/DOL/Center Operators
- 3. TAR/CIC Checkoff Sheets
- 4. Completion Roster or Chart/DOL Reports
- 5. Minutes from CIC/PRH/CDSS
- 6. Departmental and Center Assessments
- 7. ETA-640
- 8. School Catalogs/Trade Brochures/Handbook/Website
- 9. Graduation/Assembly Programs

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## Exhibit List – continue

### Standard 2: Educational Programs Trade Specific

#### Instruction

1. Applied Academics/Integrated Learning SOP and Partnership
2. ESP/CSS/360 Plan
3. Lesson Plans/TAR/WBL
4. Agenda and Sign-In Sheets from CIC
5. Safety Lessons, Tests, Fire Drills, Lock Out/Tag Out
6. Roster of Students and % Completers/TAR?Tests/ESP
7. Lesson Plans/Weekly Scheduled Projects/Tests/Books
8. TAR Line Item Initialed and Dated/ESP
9. WBL Sheets/Evaluation by Coordinator
10. Signature of WBL Supervisor
11. SOP for WBL

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## Exhibit List – continue

### Standard 3: Program and Institutional Outcomes

1. Tar
2. COE Annual Report
3. Visiting Team
4. PLE 600
5. Visiting Team
6. Licensure Exam Pass Rate Documentation
7. Visiting Team
8. -12. One written SOP to include all five of these elements

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## Exhibit List – continue

### Standard 4: Strategic Planning

A written plan that includes 1–5:

1. Mission Statement
2. Vision Statement
3. Objectives for a minimum of three years
4. Strategies for achieving the objectives
5. Evaluating progress toward achieving the objectives
6. Faculty/CRC meeting minutes and signature page
7. Reporting to Faculty/CRC meetings in minutes

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## Exhibit List – continue

### Standard 5: Learning Resources

#### Media Services (Plan)

1. Scope of the Plan
2. List of Educational Materials
3. Staff Responsible for
4. Staff Person Responsibilities
5. Orientation Plan
6. Facilities Necessary
7. Budget Allotted Annually
8. Student/Staff Media Evaluation
9. Equipment Inventory
10. Written Media Service Plan (that shows repair, maintenance, replacement)
11. System to Purchase/Store Instructional Supplies (both print and non-print)
12. Equipment/Material Inventory
13. Budget, Equipment/Material Inventory, Location of Media Service

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## Exhibit List – continue

### Standard 5: Learning Resources (continue)

#### Instructional Equipment

1. Inventory
2. Media Service Plan/Budget
3. Inventory
4. AD-112/Written Media Service Plan
5. PPE Program/Equipment Fact Sheets

#### Instructional Supplies

1. Availability
2. Requisition
3. Media Service Plan/Budget
4. Media Service Plan/Emergency Purchases
5. First Aid Kits
6. PPE Program/Fact Sheets

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## Exhibit List – continue

### Standard 6: Physical Resources and Technical Infrastructure

1. Facility Planning Report
2. Building Operations and Maintenance Plan/Work Orders
3. Facilities Planning Report/Safety and Security Plan
4. Fire Safety and Health Plan/Risk Assessment Plan
5. Health and Safety Plan
6. Safety and Security Plan
7. Facilities/Safety/Security Plans

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## Exhibit List – continue

### Standard 7: Financial Resources

1. Administrative Officer Position Description
2. Summary of Budget by Programs/Reports to Center Operators
3. Budget
4. Budget
5. Collection Officer Handbook
6. PRH Procurement and Financial Management
7. Collection Officer Handbook (page 4-7)

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## Exhibit List – continue

### Standard 8: Human Resources

#### General

1. Job Description
2. Union Complaint Form
3. Employee Evaluation Form
4. Orientation Packet

#### Faculty

1. Staff Rosters
2. Education Credentials
3. Teaching Credentials
4. Training Requirements
5. Professional Development Certificates
6. Professional Development Certificates
7. See Examples

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## Exhibit List – continue

### Standard 8: Human Resources

#### Administrative and Supervisory Personnel

1. Organization Chart/Job Descriptions
2. Resumes/Credentials

#### Instructional Support Staff

1. Organization Chart/Staff Rosters
2. Job Descriptions
3. Job Descriptions/Resumes/Education Credentials

#### Non-Instructional Support Services

1. Maintenance Contract/Job Descriptions
2. Center CTT Plan

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## Exhibit List – continue

### Standard 9: Organizational Structure

1. WIA/Legislative authority
2. Center Director Job Description
3. Organization Chart
4. Organization Chart
5. Organization Chart

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## Exhibit List – continue

### Standard 10: Student Services and Activities

1. Social Intake Form/Career Preparation Period TAR
2. Career Preparation Schedule/Student Handbook/PCDP
3. Counselor Position Description
4. HIPPA Packet/Center Data Integrity
5. Transcript Request Form
6. Student Record File List
7. (Visiting Team)
8. CIS Generated Reports/DOL Backup
9. PRH Grievance Procedures/COE Information
10. EO Statement Form

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## Exhibit List – continue

### Standard 10: Student Services and Activities (continue)

11. PRH Grievance Procedures/COE Information
12. ESP
13. (Visiting Team)
14. CTP Plan/Career Transition Plan
15. Health/Safety Plan/Non Standing Health Orders/Emergency/  
Fire Evacuation Procedures
16. Health/Safety Plan
17. Reasonable Accommodation Form
18. Evaluation of the effectiveness of Student Personnel Services
19. Written Plan that address placement for completers
- 20–24. Written Plan including all these elements for Placement Services:
  - Responsibility
  - How Communicated
  - Employer File/Listing
  - Counseling
  - Maintaining Records

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## IMPORTANT

### Beginning January 1, 2019

The self-study report must be completed and emailed to the team leader 60 (calendar) days prior to the accreditation visit.

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## .....also IMPORTANT

### Beginning January 1, 2019

**The following documentation must be kept on file from one accreditation visit to the next. All of this documentation will be prepared as exhibits for the visiting team.**

- Institutional advisory board agendas and minutes
- Occupational advisory board agendas and minutes
- Strategic plan and all other plans
- Records of Student Refunds
- Grievances
- Default Management Plans
- Financial Reports
- Copies of promotional and advertising matters (must be kept for 3 years)

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## Reminders

- The Self-Study Report must be completed and emailed to the Team Leader before the Preliminary Visit
- Has the on-site administrator or other full-time employee at the main campus attended required workshop(s) within 6-18 months prior to hosting the accreditation visiting team.
- Consultants may not serve in the role of accreditation liaisons for an institution and should not contact the Council office for information on behalf of the institution.

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## Reminders

- Exhibits should be presented in electronic folders arranged in the exact order as the criteria on the COE Check Sheets
- There should be at least one exhibit for each criteria
- There should be exhibits for the conditions, for each standard, and for each occupational program

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## Reminders

- Team members will seek to verify that the Self-Study Report is an accurate description of activities taking place at the institution
- The Composite is no longer required
- Employer Verification Forms, financials and the Financial Questionnaire are no longer required in the Self-Study Report
- Plans, policies and procedures must be evaluated and in use

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## Reminders

- **Important:** A moratorium will be placed on the acceptance of, 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.
- **For Programs Only:** A moratorium will be placed on the processing and approval of all program requests (additions, changes, deletions) six (6) months prior to a scheduled accreditation visit through the last day of the visit.

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## Resources

- COE publications
- Handbook of Accreditation for Job Corps
- Policies and Rules of the Commission
- Self-Study Manual
- COE Staff (1.800.917.2081)
- COE Web Site ([www.council.org](http://www.council.org))

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## Contact Information

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***Thank you  
For  
Attending***