PURPOSE

The purpose of this presentation is to provide critical information concerning a timetable of best-practices for accreditation compliance.

This presentation pertains to all member institutions and will provide a month-to-month guide on compliance and associated documentation needed to fulfill COE requirements for accreditation.
Let’s break it down

Compliance at a Glance...

- There are 10 standards representing institutional aspects to be evaluated by the COE accreditation process.
- Institutions are required to provide documentation to demonstrate compliance with each criterion of the standards.
- The following timetable and associated Best-Practices were created as a guide to help all institutions meet annual COE accreditation requirements.

Some criteria identified in this presentation is not applicable to every institution. However, each institution should be aware of the criteria and consider how the timetable, and examples of evidence, can support their accreditation process as applicable to their institution.

Documentation of compliance of COE criteria often prepares institutions for reviews by other states and federal agencies, such as the Department of Education requirements.
COE and compliance can be overwhelming, so let’s start by looking month-to-month and identify some best-practices that will facilitate your accreditation.

As we review each month and best-practices, we will also identify potential exhibits or evidences you can use.

November

Attend the COE Annual Meeting
- Learn about and discuss any changes to COE policies/procedures
- Read the updates to the Policies and Rules of the Commission Manual
- Read the updates to the Handbook of Accreditation

Changes are highlighted in blue if voted on by the membership
Changes are highlighted in yellow if a mandate from US DOE

- Attend the Self-Study Workshops (Part 1 and 2), How to Host a Visiting Team Workshop, The Annual Report, Reporting Student Data, and even the Team Member Training
November

- Provide, plan, and maintain documentation on completed professional growth opportunities for faculty
- Document each faculty member’s visitations and contacts with employers (e.g., Industry Visitation Record)
- Identify potential team members that can participate on visits next year
- Conduct a self-audit of refunds and financial aid records
December

- Audited Financials Due to COE for year ending June 30
- Review and Update COE approved program list
- Verify correct use of COE Seal
- Update COE Permanent Accreditation File
- Renew written agreements with work-based activity partners
January

➢ Review and revise as needed ALL the institution’s plans
➢ Complete annual evaluation of health and safety plan using input from employees and students
➢ Revise health and safety plan, if indicated
➢ Review the adequacy and improvement of all facilities plan to identify additional needs and improvements made
➢ Conduct safety inspection of all physical facilities
➢ Complete annual evaluation of the operation and maintenance of all physical facilities plan and revise as needed

January (cont.)

➢ Document the Plan to Ensure the Privacy, Safety, and Security of Data is in use
➢ Revise Technical Infrastructure Plan, if needed
➢ Make basic information on the Technical Infrastructure Plan available to administration, faculty, and students
➢ Evaluate the written plan for determining the effectiveness of student services
➢ Share results of the evaluation of the written plan for determining the effectiveness of student services with faculty and staff
February

- Continue working on plan updates, surveys, and evaluations
- Update Occupational Advisory Committee Membership Lists
- Verify that advisory committee members meet all requirements to serve
- Everyone working on CPL data entry
- Finalize data for annual report
March

- Hold Occupational Advisory Committee Meetings (Main and Branch campuses) *Only required 1x per year*
- Utilize a standardized agenda/minutes format (*Items may be added but not deleted.*)
- Meeting Minutes and Employer Verification Forms should be checked for completeness and filed electronically by the Accreditation Liaison
- Complete Employer Verification Forms (1x per year)
- Conduct safety inspections of instructional equipment and supplies
<table>
<thead>
<tr>
<th>LTC Vision Statement</th>
<th>Review LTC Vision statement</th>
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<tbody>
<tr>
<td>Self-Study year</td>
<td>Explain that Lake Tech is in self-study in preparation for a re-affirmation of accreditation visit in September of 2023.</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>The admission requirements are as follows:</td>
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<tr>
<td></td>
<td>Ask for feedback or any changes?</td>
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<tr>
<td>Graduation Requirements/ Level of skill and proficiency required</td>
<td>The graduation requirements are as follows:</td>
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<td>Committee agrees the requirements indicate the level of competency, preparedness?</td>
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<tr>
<td>Program Design/Content</td>
<td>Ask if the program design/content is consistent with the current industry practices and desired student learning outcomes.</td>
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<tr>
<td>Program Length</td>
<td>Explain how student must complete all required program hours. Mention prior credit options, etc.</td>
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<tr>
<td>Program Objectives</td>
<td>Ask if the objectives in the curriculum framework are clearly stated, relevant and aligned with industry.</td>
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<tr>
<td>Competency Tests (evaluating student knowledge, performance, and workplace ethics)</td>
<td>Explain how students are evaluated. Methodologies reflect professional competencies. Show examples</td>
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<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Show and describe examples of how students learn</th>
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<tbody>
<tr>
<td>Instructional Materials and Supplies</td>
<td>Show books and any online resources. Seek feedback regarding media sources used.</td>
</tr>
<tr>
<td>Equipment and Facilities</td>
<td>Tour and inspect</td>
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<tr>
<td>Delivery Format</td>
<td>Face to face, hybrid or full distance education</td>
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<tr>
<td>Recommended minimum employment requirements for graduates.</td>
<td>Such as licensing or background check</td>
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<tr>
<td>Additional Program Updates</td>
<td>What else is new in your program?</td>
</tr>
<tr>
<td>Employer Verification Forms</td>
<td>Return to supervising administrator</td>
</tr>
<tr>
<td>Member feedback</td>
<td>Ask what state-of-the-art industry updates/information and projections of changes may occur in their industry.</td>
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### Agenda Item

<table>
<thead>
<tr>
<th>Action/Recommendation</th>
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<tbody>
<tr>
<td>Welcome/Call to Order/Sign In Sheets</td>
</tr>
<tr>
<td>Review and Approval of Minutes from Fall meeting</td>
</tr>
<tr>
<td>Changes to Curriculum</td>
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<tr>
<td>Method of Evaluating the Program</td>
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<tr>
<td>Media Inventory</td>
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<tr>
<td>Placement and Follow-Up</td>
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### Technology Needs for Tech Plan

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<th>Action/Recommendation</th>
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<tr>
<td>Obtain recommendations and approval on new equipment or technology</td>
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### Member Industry Updates

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<th>Action/Recommendation</th>
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<td>Have each member share what is new or changing in their field/business.</td>
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### Employer Verification Forms (if needed)

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<th>Action/Recommendation</th>
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<tbody>
<tr>
<td>Return to Curriculum</td>
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### Next Meeting Date

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<th>Action/Recommendation</th>
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<td>September, 2021</td>
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## 2021 – 2022 Institutional Advisory Committee Membership
(School Name)

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<tr>
<th>Name</th>
<th>Job Title</th>
<th>Business Address</th>
<th>Telephone</th>
<th>Email Address</th>
<th>Work Experience</th>
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### Institutional Advisory Committee Meeting
(Date, Time, Location)

Members Present:
Members Absent:

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action/Recommendation</th>
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Welcome
Introductions
Purpose
Selection of Chairperson
Approval of Minutes from last Meeting
Review of Mission Statement
Review of Strategic Plan and Update on Progress
Completion/Placement/Licensure Data
Review of Marketing Materials
Review of Plan for Improvement of Physical Facilities and Technical Infrastructure
Review of Operations and Maintenance of Physical Facilities Plan
Review of Health and Safety Plan
Recommendations on How to Retain Students in all Programs
Additional Agenda Items
Adjournment
March (cont.)

➤ Evaluate the effectiveness of media service and use results to modify and improve media services
➤ Select learning resources (media services, technology, facilities, and materials) with input faculty
➤ Update inventory of media equipment
➤ Update inventory of media resources
➤ Update instructional equipment inventories

March (cont.)

➤ Have faculty submit requests for new books, equipment, uniforms, other materials for new school year
➤ Document progress toward achieving strategic plan objectives
➤ COE Annul Report is due

Remember: the Commission meets this month & don’t forget to review your list of approved programs
April

- Update Institutional Advisory Committee Membership
- Conduct annual evaluations of both full-time and part-time employees
- Update job descriptions if needed
- Prepare for budgeting

May

- Hold Institutional Advisory Committee Meeting
- Review of Strategic Plan by IAC
- Review and approval of Mission Statement
- Document community involvement by IAC
- Review of Strategic Plan by faculty and administration
- Revise strategic plan, if indicated
May

➢ Review and update syllabi, instructional materials, lesson plans, program objectives, competency tests, etc.
➢ Begin work on master course schedule for upcoming year
➢ Update all recruitment and advertising materials
➢ Review and approve recruitment materials and media for truthfulness and accuracy
➢ Collect all public relations materials for year

June

➢ Audited Financials Due to COE for year ending December 31
➢ Assess the effectiveness of distance education infrastructure to determine if it is meeting the needs of students and staff
➢ Update file on all student and employee grievances
➢ Look out for COEs call for nominations

Remember: The Commission meets this month & don’t forget to review your list of approved programs

Note: For Federal schools, work with financial personal to identify funding requirements associated with next fiscal year travel to COE meetings, annual dues, volunteer team member/leader visits, etc.
June (cont.)

- Review and update Employee Handbook
- Review and update Catalog/Publications
- Review and update website
- Verify admission policies and procedures are current
- Ensure program names are correct on the website, catalog, and all materials used for public relations
- Review the items COE requires to be included in the catalog and/or on-line publications using the worksheet titled “Criteria for Publications”
July

Attend the COE Summer Conference

- Attend the Self-Study Workshops (Part 1 and 2)
- How to Host a Visiting Team Workshop
- The Annual Report
- Reporting Student Data
- Team Member/Leader Training

Go on at least one COE Team Visit each year

July (cont.)

- Annual Review of Follow-Up Plan by Faculty and Administration and revisions noted
- Document how follow-up information is used to improve program outcomes
- Distribute Follow-Up information to faculty and administration
- Distribute Health and Safety plan to employees
- Document that the Health and Safety Plan is in use
- Make Health and Safety plan available to students
- Spot check student records for accuracy and completeness
- Spot check personnel records for accuracy and completeness
July (cont.)

- Make operation and maintenance plan available to employees and students
- Verify all employee credentials and update personnel files (high school diploma, licensures, industry certifications, years of experience, etc.)
- Review and Update Organizational Chart (Positions match with job descriptions)
- Deep clean facility and address safety requirements (disposal of sharps containers, removal of HazMat waste/oil, fire extinguishers checked, etc.)
- Restock First Aid Kits

Note: Ensure facilities and safety codes meet Local, State, and Federal mandates. Most Local and State safety codes are aligned to Federal OSHA criteria.

August

- Document progress toward achieving strategic plan objectives
- Document use of written, comprehensive student loan repayment program, if applicable
- Document requests for reasonable accommodations and services provided
- Plan recruitment activities:
  - Open House
  - Billboards
  - School Tours
  - Social Media
  - Attendance at Community Events
  - High School Events
August

- Schedule orientation for all new employees and document participation
- Document training has been provided for faculty who use technology in distance education instruction
- Hold Annual Inservice/Meeting and cover Policies and Procedures Manual
- Have employees sign that they have read the updated Policies and Procedures Manual
- Make sure all plans are available (See July)

September

- Verify that students have received an orientation to technology
- Evaluate the plan for addressing retention of students, and revise as necessary
- Document faculty and student input regarding student retention
- Document how the results of the evaluation of the retention plan are shared with faculty and staff

*Remember: the Commission meets this month & don’t forget to review your list of approved programs*
October

- Hold Occupational Advisory Committee Meetings (Main and Branch campuses) *Only required 1x per year*
- Update Advisory Committee Membership if changes have occurred since last meeting
- Utilize a standardized agenda/minutes format (Items may be added but not deleted.)
- Meeting Minutes and Employer Verification Forms should be checked for completeness and filed electronically by the Accreditation Liaison

October (cont.)

- Complete Employer Verification Forms
- Evaluate written plan for placement services
- Share evaluation results of written plan for placement services with faculty and staff
- If not already started, review accreditation standards and verify evidence/exhibits to meet Annual Report compliance.
Always keep COE Requirements in Mind

Other Best-Practices for accreditation compliance:

- Involve the entire staff—accreditation is not a one person show.
- Use the names of programs and job titles consistently in all documents.
- Use the most current version of forms.
- Date any revisions made to plans, policies, procedures, catalogs, etc.
- Schedule staff meetings as needed and maintain minutes with dates, times, and attendance.

Special thanks to Bridgerland Technical College for initiating this document.
Other Best-Practices for accreditation compliance (cont.)

- Encourage staff to attend state and federal conferences.
- Photos used in marketing materials must represent programs, services, equipment, etc. that is specific to your institution.
- Schedule staff responsible for accreditation compliance to attend COE Summer Conference and/or Annual Meeting.
- Before a student exits the institution, obtain contact information for a friend or family member who will always know how to contact the student.
- When questions arise about compliance, contact the COE staff for assistance.

Other Best-Practices for accreditation compliance (cont.)

- Use the same terminology that appears in the check sheets and manuals
- Pay attention to detail—accuracy of information, required signatures, etc.
- Utilize the resources found on COE’s website-Manuals, Forms, Check Sheets, etc.
Questions ???