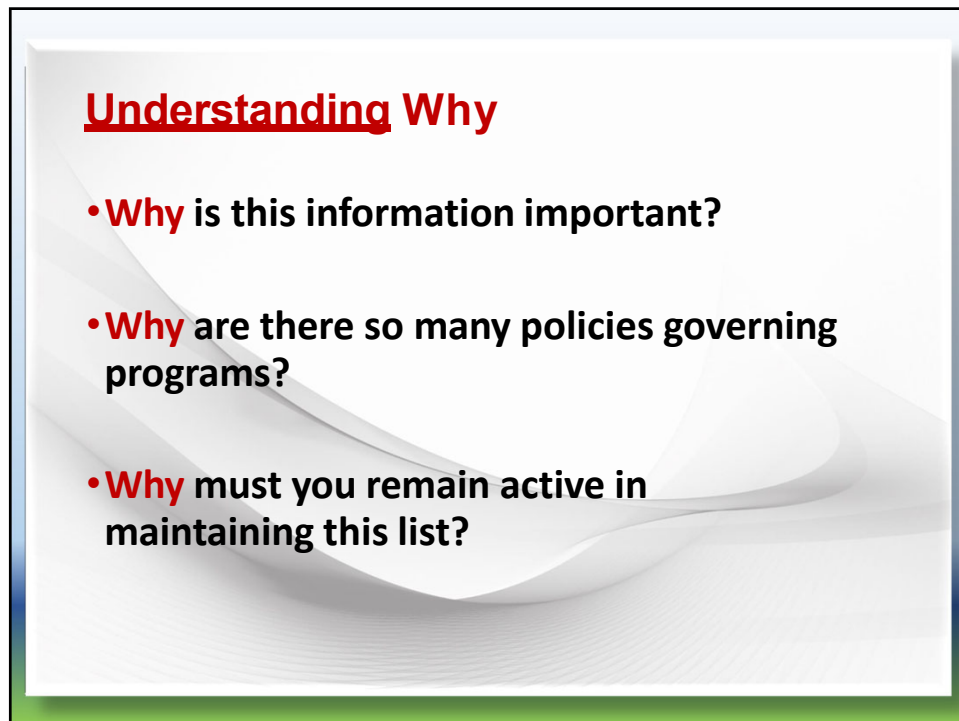


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Today's Agenda:

- **The Council's Scope of Accreditation**
- **Educational Program Policy Specifics**
- **Application Processes for Programs**
- **Your Questions**

3

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.

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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

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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**
- **Same programs will be in the Annual Report**
- **Names of programs on list should match names on state approvals**

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Speaking of Specifics...

Educational Program Policies Govern the List

Let's dive in!

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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**

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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**

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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**

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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**

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About Types of Changes and Limitations:

- **Changes requiring visits**
- **Changes that involve adjustments to
Scope**
- **Sometimes TWO Approvals are Required
(Initial and Final)**

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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.

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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.*

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About Status with the Council

- Good Standing
- Multiple Substantive Changes
- Financial Stability
- Complaints
- Student Achievement Data (CPL)
- Violation Statuses
- Outstanding Invoices

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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

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Program Changes Reviewed by Commission:

- **Institutional Distance Education Delivery (virtual site visit within 180 days)**
- **Contractual Agreements for Instruction (no site visit)**

Staff review all other programmatic change applications, but the Commission has prerogative to review any changes.

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Timeline on Commission Approvals (No Visit Required)

- **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**

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Timeline on Commission Approvals (Visit Required)

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

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New Definitions for Distance Education Delivery Modes

Hybrid

- **A program offering less than 100% of the courses via distance education.**

Distance Education

- **A program offering 100% of the courses via distance education.**

Traditional (Has not changed)

- **A program that requires all instructional hours to be completed on campus.**

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New Definitions for Distance Education Delivery Modes

- Any combination of delivery modes may be approved for a program.

Examples

- Traditional/Hybrid
- Traditional/Distance Education
- Traditional/Hybrid/Distance Education
- Hybrid
- Distance Education (At least 25% of institution's FTE must be from traditional enrollment)

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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.

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CONTROLLING Change

- **MyCouncil – COE’s Accreditation Management System**
- **Firefox or Google Chrome!**
- **The Chain of Command in MyCouncil**

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Where is the COE Approved Programs List?

- **The programs list can be found in your institution’s MyCouncil account. Scroll down to Campuses. Click on each campus to see the programs list for that campus.**
- **The Chief Administrator of the institution has access to all information in the institution’s MyCouncil account. The Chief Administrator can invite other staff to MyCouncil and assign Permissions from their MyCouncil account.**
- **Please notify COE if your institution has a change in Chief Administrator and/or COE Liaison.**
- **Please notify COE if your email addresses change.**

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SAMPLE COE APPROVED PROGRAMS LIST IN MYCOUNCIL

E. Approved Programs

Programs to this list must be submitted in accordance with COE policies and procedures as outlined in the latest [Handbook of Accreditation and Policies and Rules manuals](#). Use Council application forms found in [Council Documents/Specifications and Forms](#).

* Code	Program Description	Secondary Students Only	Quarter Hours	Semester Hours	Clock Hours	Instructional Delivery Method	Degree	Year
1001	Cosmetology	No	0	0	1500	T		
8888	Joe's class	No			900	T		
	My PSec Program	No	0	0	9	T		
	My PSec/Sec Program	No	0	0	90	T		
	My Sec Only Prog	Yes	0	0	99	T		
1401	Practical Nursing	No	0	0	1350			

Instructional Delivery Method: T - Traditional / H - Hybrid / D - Distance Education / TH - Traditional and Hybrid / TD - Traditional and Distance Education.

* Notes that the program is less than 180 days old.

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The COE Approved Programs List and The Annual Report

- The MyCouncil approved programs list will be the same programs in the Annual Report software when it is released.
- Student achievement data (Completion, Placement and Licensure) must be reported on all programs at all campuses on the approved programs list.
- Programs deleted prior to the Annual Report software release will not appear in the CPL section of the Annual Report. That's OK! We don't need CPL data on a program that has been deleted.

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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 once each year and this can help keep the list in the forefront while you review and plan**

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- **When you receive your accreditation certificate in June/July – let that be a reminder to log in and check your list**
- **Don't wait until the Annual Report software is released to check the program list**
- **When you get notice from the Council of an upcoming accreditation visit, review the list**

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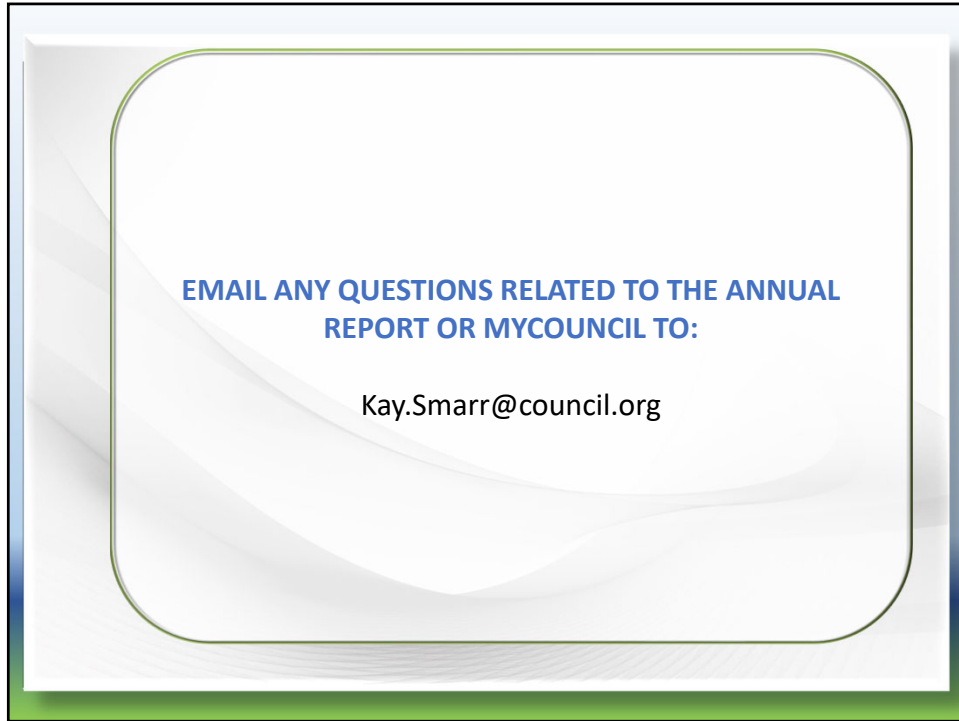
- **Print the Chart of Substantive Changes from the Handbook and post it near your desk – it can help remind you of all types of changes that require notice or application to COE**
- **Remember that the information on the COE list of approved programs must be IDENTICAL to information you publish to your 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**

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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)
- **Kallan Williams** – works with non-public institutions, associate degree applications, distance education for non-public institutions, and apprenticeship school applications (Extension 204 – kallan.williams@council.org)
- **Dwight Pullen** – works with public institutions and Job Corps Centers program applications, including distance education for public institutions (dwight.pullen@council.org)
- **Anita Lachhonna** – Administrative Assistant for the Institutional Compliance Division (Extension 203 – anita.lachhonna@council.org)

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