The Self-Study-Part 2
Public, Non-Public & Registered Apprenticeship Institutions

Preparing Self-Study Exhibits
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How to Use This Presentation
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 criteria

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 during the visit.
What do you mean by PROOF?

- All exhibits need to be in an electronic format
  - Digital files require access for all members of the team
- Digital files must be easily accessible:
  - Intranet
  - Internet (secure password-protected site)
  - External drives

What do you mean by PROOF?

- Clearly-labeled digital exhibit files can be placed within each subfolder.
- The labels should correspond to the criteria numbers on the Conditions & Standards Check Sheets.
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

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—this 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
  - Copies of pages from large documents should 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 2021 accreditation visit)

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
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Conditions of Accreditation</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Publications/Website and Other Offic. Information</td>
<td>Policy(ies)/Procedure(s)</td>
<td>25</td>
</tr>
<tr>
<td>STANDARD 1 - Institutional Mission</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>STANDARD 2 - Educational Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Alignment and Administration</td>
<td>Processed</td>
<td>5-6</td>
</tr>
<tr>
<td>Systematic Process For Each Program</td>
<td>Processed</td>
<td>5-6</td>
</tr>
<tr>
<td>Continuous Delivery and Existent Education</td>
<td>Processed</td>
<td>3</td>
</tr>
<tr>
<td>Distance Education/Student Identity Verification</td>
<td>Agreement(s)</td>
<td>5-6</td>
</tr>
<tr>
<td>Work-Based Activities</td>
<td>Plan</td>
<td>4-6</td>
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<tr>
<td>Work-Based Activities</td>
<td>Plan</td>
<td>4-6</td>
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<tr>
<td>STANDARD 3 - Program and Institutional Outcomes</td>
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<tr>
<td>Agreements</td>
<td>Plan</td>
<td>5-6</td>
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<tr>
<td>Program Evaluation and Assessment</td>
<td>Plan</td>
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<td>Program and Institutional Outcomes</td>
<td>Plan</td>
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<td>FOURTEEN - Continuous Improvement</td>
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</table>
**PLAN** - a detailed written proposal/method for doing or achieving an objective.

**COE Plans Must Include:**
Scope of services,
Budgetary Resources,
Major Activities, Major Publications,
Evaluations of the Plan, and Stakeholders with whom the plan is shared.

**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 include guidelines or timeliness for review and evaluation
ALL COE PLANS:

Must be

Written, Evaluated, and in Use (documented!)

**POLICY**-Set of written statements providing the bounds within which all procedures, programs, goals, and objectives of the institution are carried out.
Written Procedures

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.
ORGANIZATIONAL CHART (Standard 9):
a graphic representation of the structure of an organization showing the functional relationships of the positions or jobs within it.

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: 2022 Handbook of Accreditation for 2023 visits
Conditions

Official Publication: Use the Criteria for Publications Worksheet found in the 2022 Check Sheets for 2023 Accreditation Visiting Teams

- Admission requirements and **Procedures**
- **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

Recruitment Activities:

- See **Worksheet for Confirming Compliance with Recruiting/Advertising Requirements (2022 Check Sheets for 2023 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.
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
Written Agreements with Partners

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

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

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.
**Work-Based Activity Plan**

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 the 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

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**Standard 2- Educational Programs**

**Process**

- Systematic Process to document the integrity of each program (Std 2, Criteria A1-6)
- Distance Education Student Identity Verification
Standard 3-Program Outcomes

Written Plan

- Program Outcomes
- Follow-up Plan

Standard 4-Strategic Planning

Written Plans

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

The COE 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 (and revised as necessary)
Objectives of a Strategic Plan

- **What** will be accomplished?
- **When** it will be accomplished?
- **Who** is responsible for accomplishing it?
- **How** will the accomplishment be measured?

Standard 5-Learning Resources Plans

- **Written Plans**
  - Media Services Plan
  - Plan for Maintaining Equipment and for Replacing or Disposing of Obsolete Equipment
Standard 5- Media Services Procedure

- Instructional Equipment Inventory Procedure
- Procedure for Emergency Purchases and/or Equipment Repair
- Procedure for Purchasing and Storing Instructional Supplies
- Procedure for Emergency Purchases of Instructional Supplies

Instructional Equipment Inventory Procedure

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: 2022 Handbook of Accreditation
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

Standard 7-Financial Resources

Policy

- Refund Policy

Procedure

- Auditing and Budgeting Controls

Program

- Student Loan Repayment
Refund Policy Worksheet

Faculty and Staff Complaints and Grievances

Effectiveness/Performance Evaluations of Full and Part-Time Employees

Employee Orientation
Standard 9- Organizational Structure

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

Standard 10-Student Services and Activities

Written Plans:
- Title IV Student Loan Default Management Plan
- Student Retention Plan
- Placement Services Plan
- 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:
Student Orientation

REMINDER

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:

a. The program must meet the objectives and criteria required of all CDE-approved educational programs.
b. 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.
c. 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.
d. The institution accepts the responsibility for placement assistance upon graduation in compliance with CDE placement requirements.
e. 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.

Reference: Policies and Rules of the Commission
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!