



Council on Occupational Education

Visiting Team Report

for

**Bridgerland Applied Technology College
1301 North 600 West
Logan, UT
240800**

**Dates of Team Visit:
October 10-13, 2011**

Team Leader
Sanford Chandler

Team Members
Jack McDonald, Burke Jones, Margie Mixon, Alice Andrews, & Barbara Ison

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Introduction

A visiting team consisting of Sanford Chandler, Jack McDaniel, Burke Jones, Margie Mixon, Alice Andrews, and Barbara Ison conducted a reaffirmation team visit to Bridgerland Applied Technology College (BATC) on October 10-13, 2011. The team found the college to be well prepared for the visit and all documentation was in place or readily available to the team members. All campuses were visited and interviews conducted with as many individuals as possible on all campuses. The team found the college to be well organized with appropriate faculty, staff, finances, facilities and equipment necessary for effective operation. Additionally, the college was engaged in many activities that enhanced the effectiveness of businesses and industries in the Cache Valley area through incubators, non-credit instructional training programs, and business and industry specific training. The college and its staff are endeared by the community and are engaged in activities related to workforce and economic development of the service delivery area.

BATC operates two campuses. The main campus is in Logan, Utah and a branch campus in Brigham City, Utah. The college provides instruction to both secondary and post-secondary students at both campuses and all 29 programs operate on a clock hour basis. Both campuses, while at independent locations operates as a single college with ample and equitable financial and personnel allocations.

BATC was first funded by the Utah State Legislature in 1971 and was officially organized as Bridgerland Area Vocational Center. The original location for the college was Sky View High School. After several re-locations around Cache Valley a main campus was acquired on September 1, 1984 in Logan, Utah. The main campus building was formerly the Wurlitzer Piano and Organ manufacturing facility which had closed operations. The college retrofitted the building from a manufacturing facility to an educational one.

In 2001 the Utah State Legislature created the Utah College of Applied College (UCAT). BATC became a college unit under UCAT. BATC today operates as an independent college operating under the UCAT multi-unit statewide institution.

Summary of Recommendations

NONE

Summary of Suggestions

NONE

Summary of Commendations

NONE

Visiting Team's Evaluation of the Self-Study

Name of Institution: Bridgerland Applied Technology College

Team Leader: Sanford Chandler

Dates of Visit: October 10-13, 2011

IF A "NO" IS CHECKED, PLEASE PROVIDE FINDINGS

4. Did the Self-Study involve the total staff of the institution? **YES**
5. Did the Self-Study address all applicable requirements of the standards? **YES**
6. Did the Self-Study address the strengths and weaknesses of the institution in light of the standards? **YES**
7. Did the Self-Study address what action the institution would take to remove deficiencies in meeting the standards and to remove weaknesses? **YES**
8. Did the Self-Study adequately examine the planning, evaluation, and documentation process of the institution? **YES**
9. Information in the Self-Study was obtained from documentation on file and not created by the staff for the Self-Study. **YES**
10. Information in the Self-Study is factual and accurately represents the status of the institution. **YES**

EVALUATE THE SELF-STUDY FOR EFFECTIVENESS IN DEALING WITH THE FOLLOWING AREAS:

11. Institutional Mission: **Excellent**
12. Public Information and Community Relations: **Excellent**
13. Admissions: **Excellent**
14. Educational Programs: **Excellent**
15. Placement and Follow-Up: **Excellent**
16. Evaluation and Planning: **Excellent**
17. Media Services: **Excellent**
18. Evaluation of Media Services: **Excellent**
19. Equipment and Supplies: **Excellent**
20. Physical Resources: **Excellent**
21. Budget Development and Control: **Excellent**
22. Financial Resources: **Excellent**
23. Refund Policy: **Excellent**
24. Human Resources: **Excellent**
25. Faculty Participation in Professional Growth Activities: **Excellent**
26. Organizational Structure: **Excellent**

Conditions of Accreditation
2010 Version

	Conditions of Accreditation	YES	NO	N/A
1.	The institution demonstrates that it satisfies each of the eligibility requirements to become a Candidate for Accreditation. (See Handbook of Accreditation, page 7.)	X		
2.	The institution conducts its affairs with acceptable standards of honesty and integrity.	X		
3.	The institution meets all lawful obligations imposed by state and federal agencies.	X		
4.	The institution has notified the Commission of any individual affiliated with the institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing-board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.			X
5.	The institution occupies its own physical facilities and is not co-located with another institution.	X		
6.	The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions. (See Handbook of Accreditation, page 18)	X		
7.	The institution is legally authorized to operate within the jurisdiction in which it is located.	X		
8.	NON-PUBLIC INSTITUTIONS ONLY: (If required to operate) The institution has an original current license for the main campus and each branch and/or extension.	X		
9.	NON-PUBLIC INSTITUTIONS ONLY: Below List ID numbers and expiration dates of licenses for all campuses.			
No License Required				
10.	The on-site administrator or other full-time employee at the main campus attended a Commission Self-Study Workshop within six to eighteen months prior to hosting the accreditation visiting team.	X		
11.	For initial accreditation, the institution has placed a notice in the appropriate newspaper(s) and/or media services that it is applying for initial accreditation with the Commission of COE in compliance with Commission criteria.			X

	Conditions of Accreditation	YES	NO	N/A
12.	The institution has informed the Commission of all planned and unplanned substantive changes.	X		
13.	Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.			X
14.	Documents the institution has filed with the Commission accurately represent the status of the institution. (NOTE: If this statement is checked "NO", documentation which demonstrates the institution's misrepresentation must be submitted with the annual report.)	X		
15.	(Accredited Institutions Only) The institution's use of the accreditation seal is in compliance with Commission conditions. (See Handbook of Accreditation, page 18)	X		
16.	The institution adheres to the Commission's condition on the monitoring of institutional growth and has notified the Commission of increases in total Full-Time Equivalent (FTE) that equal or exceed 25% of the established baseline.	X		
17.	All student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions. (See Handbook of Accreditation, page 32)	X		
18.	All media used by the institution for advertising purposes are truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions. (See Handbook of Accreditation, page 32)	X		
19.	A catalog and/or other official publications, which are published in hard copy or provided online, provide information specified in the Handbook of Accreditation, pages 60-61 (items a. 1 through 16), and are readily available to students, prospective students, and other members of the interested public.	X		
20.	If the institution employed a consultant for the purpose of assisting in the accreditation process, it submitted a copy of the consultant's resume within 7 days after employment was secured.			X
21.	There is a clear indication that the faculty and staff were primarily responsible for the preparation, editing, and revision of documents required in the accreditation process.	X		
22.	The institution's accreditation liaison officer is a permanent staff member located at the main campus.	X		
A "Yes" response for statements #23-30 signifies that the institution is in compliance with the Commission's conditions.				
23.	The institution is not the subject of an interim action by a state agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide postsecondary education.	X		

	Conditions of Accreditation	YES	NO	N/A
24.	The institution has not had its state license suspended, revoked, or terminated, even if the required due process procedures have not been completed.			X
25.	The institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency within the previous 24 months.			X
26.	The institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency within the previous 24 months.			X
27.	The institution is not the subject of an interim action by another accrediting agency potentially leading to the suspension, revocation, or withdrawal of candidacy or accreditation.			X
28.	The institution has not been notified of the loss of any agency's accreditation even if the due process procedures have not been completed.			X
29.	If the institution is presently accredited by another nationally recognized accrediting agency, it describes itself in identical terms to each agency with regard to identity (i.e., main campus, branch campus, branch campus to main campus relationship), mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents.			X
30.	If the institution is seeking dual accreditation, the reasons for wanting dual accreditation have been submitted to each accrediting agency and to the Secretary of the U.S. Department of Education, and the institution has also designated which agency's accreditation is to be utilized in determining the institution's eligibility for program participation under the Higher Education Act.			X
31.	Branch or extension ownership is the same (same entity, proprietorship or partnership, or the same corporation) as the main campus.	X		
32.	Branch or extension names that have been expanded from the name of the main campus to clearly identify different locations or specific programs have been approved by the Commission.	X		
33.	The complete name of the main campus is identified in all publications and advertisements when referring to a branch campus, extension campus, or instructional service center.	X		
34.	Duplicate records on personnel, financial matters, student attendance, and educational progress for branches, extensions, extended classrooms, instructional service centers, and/or auxiliary instructional sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)	X		
35.	The on-site branch administrator reports to the on-site chief administrator at the main campus.			X

	Conditions of Accreditation	YES	NO	N/A
36.	Programs offered at branches are described in the main campus catalog or branch supplement.	X		
37.	Programs offered at the branch that are not offered at the main campus are described in the main campus catalog.	X		
38.	All extensions are located within a 50-mile radius of the main campus.			X
39.	All extension programs are included in the main campus catalog.			X
40.	All extended classrooms are supervised by the administration of the main or branch campus.			X
41.	All instructional service centers are under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution.			X
42.	All instructional service center offerings are approved by the Commission.			X
43.	Appropriate student services are available on-site at the instructional service center and the full range of services is made accessible to participating students at the main campus.			X
44.	All instructional service centers are a joint venture between the institution and an employer or another educational agency.			X
45.	The complete name of the main campus is identified in all publications and advertisements when referring to an instructional service center.	X		
46.	Supervision of all auxiliary instructional sites is provided by the chief administrative officer of the institution.	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standards - 2010 Version

Standard 1 – Institutional Mission

	Standard 1 – General	YES	NO	N/A
1.	The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement. (Objective 1-1)	X		
2.	The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution. (Objective 1-2)	X		
3.	The institution has an appropriate hard-copy and/or online publication that accurately presents its mission statement and the educational programs offered to achieve its mission. (Objective 1-2)	X		
4.	The current mission statement is publicly available and is used consistently in publications. (Objective 1-2)	X		
5.	An organized and functional institutional advisory committee composed primarily of external personnel is used to provide community involvement in maintaining a relevant mission for the institution. (Objective 1-3)	X		
6.	A program of public information and community relations is maintained to promote the institution's mission in its community. (Objective 1-3)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

**Standard 2 – Educational Programs
(Composite)**

	Standard 2 - Composite - Admissions/Recruiting	YES	NO	N/A
1.	The institution's admissions policies are clearly stated, published, and made available to students prior to enrollment. (Objective 2-A-1)	X		
2.	For all students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission. (Objective 2-A-1) (See "Vocational English-As-A-Second-Language Programs" in the current edition of the Policies and Rules of the Commission.)			X
3.	The institution clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. (Objective 2-A-1)	X		
4.	The institution clearly defines and publishes a 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. (Objective 2-A-2)	X		
5.	Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode. (Objective 2-A-2)	X		
6.	Students admitted into Associate Degree programs have a high school diploma or its equivalent. (Objective 2-A-2)			X
7.	An institution that admits students on an "ability to benefit" basis has written admissions procedures, applies these uniformly, provides documented evidence on how they are used, maintains records on student progress, and regularly evaluates the effectiveness of the procedures used in admitting these students. (Objective 2-A-2)			X
8.	The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program. (Objective 2-A-3)	X		
9.	Prior to admission, students are informed of the costs of the program and any equipment and services required. (Objective 2-A-3)	X		

	Standard 2 - Composite - Programs	YES	NO	N/A
1.	Occupational education programs offered by the institution are congruent with the mission of the institution and with the occupational needs of the people served by the institution. (Objectives 2-A-2 and 2-B-1)	X		
2.	The objectives for each educational program are evaluated annually. (Objective 2-B-1)	X		
3.	Each occupational education program has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content. (Objective 2-B-2)	X		
4.	A systematic process has been implemented to document that the objectives and content of programs are current. (Objective 2-B-2)	X		
5.	At least every two years, three bonafide potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion, and appropriateness of the delivery mode for the program. (Objectives 2-B-2 and 2-B-4)	X		
6.	The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers. (Objective 2-B-2)	X		
7.	Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame. (Objective 2-B-3)	X		
Associate Degree programs offered must meet the following requirements:				
8.	The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used.			X
Associate Degree programs offered must meet the following requirements:				
9.	The program has a minimum of 60 semester hours or 90 quarter hours.			X
Associate Degree programs offered must meet the following requirements:				
10.	The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics. (Objective 2-B-5)			X

Standard 2 - Composite - Programs		YES	NO	N/A
All programs, regardless of location or mode of delivery, are qualitatively consistent and:				
11.	Are approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization.	X		
All programs, regardless of location or mode of delivery, are qualitatively consistent and:				
12.	Have appropriate involvement of on-campus administrators and faculty in planning, approval, and on-going evaluation.	X		
All programs, regardless of location or mode of delivery, are qualitatively consistent and:				
13.	Have individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus.	X		
All programs, regardless of location or mode of delivery, are qualitatively consistent and:				
14.	Are described in appropriate catalogs, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, admissions and academic requirements, and information technology requirements.	X		
All programs, regardless of location or mode of delivery, are qualitatively consistent and:				
15.	Provide for timely and meaningful interaction among faculty and students. (Objectives 2-B-6 and 2-B-8)	X		
16.	A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. (Objective 2-B-7)	X		
Standard 2 - Composite – Instruction		YES	NO	N/A
1.	Academic competencies and occupational skills are integrated into the instructional program for each occupational area. (Objective 2-C-1)	X		
2.	The instructional programs provide instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes. (Objective 2-C-2)	X		

	Standard 2 - Composite – Instruction	YES	NO	N/A
3.	The sequence of instruction required for program completion (lecture, lab, and work-based activities) is effectively organized in order to maximize the learning of competencies essential to success in the occupation. (Objective 2-C-2)	X		
4.	Occupational advisory committees appointed for each program or program area are used to ensure that desirable, relevant, and current practices of each occupation are being taught. Each committee (a) is composed of at least three members, all being external to the institution and representative of the geographical service area covered by the program area; (b) meets at least twice annually with a majority of official members present; and (c) keeps minutes of each meeting to document their activities and recommendations. The occupational advisory committee may also perform the functions of the institutional advisory committee if only one occupational advisory committee is required for the institution. (Objectives 2-B-2 and 2-C-2)	X		
5.	Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program. (Objectives 2-B-7 and 2-C-4)	X		
6.	Job-related health, safety, and fire-prevention are an integral part of instruction. (Objectives 2-C-2 and 2-C-3)	X		
7.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation. (Objective 2-C-3)	X		
8.	All instruction is effectively organized as evidenced by course outlines, lesson plans, competency tests, and other instructional materials. (Objective 2-C-4)	X		
9.	The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies. (Objective 2-C-5)	X		
10.	Each work-based activity has a written instructional plan for students specifying the particular objectives, experiences, competencies, and evaluations that are required. (Objective 2-C-6)	X		
11.	The instructional plan designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations. (Objective 2-C-6)	X		
12.	All work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications. (Objective 2-C-6)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 3 – Program and Institutional Outcomes

Standard 3 - General Information		YES	NO	N/A
1.	Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record. (Objective 3-1)	X		
2.	The institution submits accurate and verifiable program completion data each year to the Commission for comparison with similar COE-accredited institutions, meets the minimum required benchmarks for completion, and takes any actions required by the Commission due to the overall completion rate being unacceptably lower than the completion rates for peer institutions. (Objective 3-2)	X		
3.	The data submitted on the most recent COE Annual Report is confirmed to be accurate on a random basis. Completion data for graduate completers has been verified for five students.	X		
4.	The data submitted on the most recent COE Annual Report is confirmed to be accurate on a random basis. Placement data for five graduate completers and five non-graduate completers has been verified.	X		
5.	The institution submits accurate and verifiable program placement data each year to the Commission for comparison with similar COE-accredited institutions, meets the minimum required benchmarks for placement, and takes any actions required by the Commission due to the overall placement rate being unacceptably lower than the placement rates for peer institutions. (This criterion does not apply to secondary students.) (Objective 3-2)	X		
6.	The data submitted on the most recent COE Annual Report is confirmed to be accurate on a random basis. Licensure performance data has been verified for five students.	X		
7.	For each educational program requiring a licensure examination, the institution submits accurate and verifiable licensure performance data each year to the Commission for comparison with similar COE-accredited institutions, meets the minimum required benchmarks for licensure exam pass rates, and takes any actions required by the Commission due to the overall licensure examination pass rate being unacceptably lower than the licensure examination pass rates for peer institutions. (This criterion does not apply to secondary students.) (Objective 3-2)	X		
The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:				
8.	Identification of responsibility for coordination of all follow-up activities.	X		
The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:				
9.	Collection of information from completers and employers of completers.	X		

Standard 3 - General Information		YES	NO	N/A
The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:				
10.	Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements.	X		
The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:				
11.	Placement and follow-up information used to evaluate and improve the quality of program outcomes.	X		
The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:				
12.	Placement and follow-up information made available at least on an annual basis to all instructional personnel and administrative staff. (Objective 3-3)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 4 – Strategic Planning

Standard 4 - General Information		YES	NO	N/A
The institution has a written strategic plan that includes, as a minimum, the following components:				
1.	Mission of the institution;	X		
The institution has a written strategic plan that includes, as a minimum, the following components:				
2.	Vision of the institution;	X		
The institution has a written strategic plan that includes, as a minimum, the following components:				
3.	Objectives for a minimum period of three years;	X		
The institution has a written strategic plan that includes, as a minimum, the following components:				
4.	Strategies for achieving the objectives;	X		
The institution has a written strategic plan that includes, as a minimum, the following components:				
5.	Strategies for evaluating progress toward achieving the objectives. (Objectives 4-1, 4-2, and 4-3)	X		
6.	The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually. (Objective 4-4)	X		
7.	The results of the evaluation of progress toward achieving the objectives are documented annually. (Objective 4-4)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 5 – Learning Resources

	Standard 5 - Media Services	YES	NO	N/A
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
1.	The scope and availability of the services.	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
2.	A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
3.	The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services.	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
4.	Roles and responsibilities of designated staff member(s).	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
5.	Orientation for user groups (i.e., instructors, students, and others).	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
6.	Facilities essential for using media materials.	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
7.	Annual budgetary support for the services.	X		
The institution has a written plan for its media services which is appropriate for the institution and includes the following:				
8.	Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services. (Objectives 5-1 and 5-2)	X		
9.	A current inventory of media resources is maintained. (Objective 5-1)	X		
10.	Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies. (Objective 5-1)	X		

	Standard 5 - Media Services	YES	NO	N/A
11.	Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program(s). (Objective 5-2)	X		
12.	Media services, facilities, and materials are accessible and available for use by students and instructors. (Objective 5-2)	X		

	Standard 5 - Instructional Equipment	YES	NO	N/A
1.	The institution has a system of instructional equipment inventory. (Objective 5-1)	X		
2.	Funds are budgeted to provide instructional equipment at a level that assures quality occupational education. (Objective 5-1)	X		
3.	The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction. (Objective 5-1)	X		
4.	Relevant and up-to-date equipment is available to support the instructional programs offered by the institution. (Objectives 5-1 and 5-2)	X		
5.	The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment. (Objectives 5-1 and 5-2)	X		
6.	All instructional equipment meets appropriate and required safety standards. (Objective 5-3)	X		

	Standard 5 - Instructional Supplies	YES	NO	N/A
1.	Instructional supplies are available to support the instructional programs offered by the institution. (Objective 5-1)	X		
2.	The institution has a system for purchasing and storing instructional supplies. (Objective 5-1)	X		
3.	Funds are budgeted to provide supplies at a level that assures quality of occupational education. (Objective 5-2)	X		
4.	The institution has a system for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction. (Objective 5-2)	X		
5.	First aid supplies are readily available. (Objective 5-2)	X		
6.	All instructional supplies meet appropriate and required safety standards. (Objective 5-3)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 6 – Physical Resources

	Standard 6 - General	YES	NO	N/A
1.	A plan for facility and campus improvement has been developed and is maintained that includes, if applicable, distance education infrastructure. (Objectives 6-1 and 6-2)	X		
2.	An appropriate plan for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures) has been developed, is in use, is available to employees and students, and is regularly evaluated/revised. (Objectives 6-1 and 6-2)	X		
3.	Existing physical plant at all locations provides adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc. (Objective 6-2)	X		
4.	An appropriate plan for assuring the health and safety of the institution's employees, students, and guests has been developed; includes a system for reporting and investigating accidents; is in use; has been distributed to employees; is available to students; and is regularly evaluated/revised with appropriate input from employees and students. (Objective 6-2)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 7 – Financial Resources

	Standard 7 - General	YES	NO	N/A
1.	A qualified financial officer or department oversees the financial and business operations of the institution. (Objectives 7-1 and 7-2)	X		
2.	Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner. (Objectives 7-1 and 7-2)	X		
3.	The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of all students enrolled. (Objectives 7-1 and 7-2)	X		
4.	The institution considers its financial resources as a basis for strategic planning. (Objectives 7-1 and 7-2)	X		
5.	The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements. (Objectives 7-1 and 7-2)	X		
6.	The institution exercises proper management, financial controls, and business practices. (Objectives 7-1, 7-2, and 7-3)	X		
7.	All persons handling institutional funds or revenues from any source are bonded or covered under an employee-dishonesty insurance policy. (Objective 7-2)	X		
8.	Financial aid programs utilizing public and/or private funds are capably administered and accurately documented. (Objective 7-3)	X		
9.	Qualified personnel are responsible for proper record-keeping, reporting, and auditing. (Objective 7-4)	X		
Special Financial Stability Requirement for Public Institutions (Item 10)				
10.	The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability. (Objectives 7-1 and 7-2)	X		

Standard 7 - General		YES	NO	N/A
Special Financial Stability Requirements for Non-Public Institutions (Items 11 through 15)				
11.	To document financial stability, the institution submits annual audited financial statements prepared by an independent certified public accountant and completed COE financial forms. Financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). A separate income statement must be provided for the main campus and each branch campus. (See definition of audited financial statements in Section VII. Definitions, Standard Seven.) For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years, the first of those two years must be the audited financial statements submitted with the institution's candidacy application and the second audited financial statements must represent activity while the institution is in candidate status. Restated (or revised) audited financial statements will not be accepted without third-party certification. (Objectives 7-1 and 7-2)			X
As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:				
12.	A minimum ratio of current assets to current liabilities of 1 to 1.			X
As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:				
13.	A minimum ratio of total assets to total liabilities of 1 to 1.			X
As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:				
14.	A two-year history of net income or the absence of a net loss within the last two years.			X
As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:				
15.	No contingent liabilities or on-going litigation which could potentially affect the institution's ability to continue operation. (Objective 7-2)			X
The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:				
16.	The institution's refund policy is published in the catalog and uniformly administered. (<i>Refund Policy (See "Refund Policy" in the current edition of the Policies and Rules of the Commission.)</i>)	X		

Standard 7 - General		YES	NO	N/A
<p>The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:</p>				
17.	Refunds, when due, are made without requiring a request from the student. <i>(Refund Policy (See "Refund Policy" in the current edition of the Policies and Rules of the Commission.))</i>	X		
<p>The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:</p>				
18.	Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. <i>(Refund Policy (See "Refund Policy" in the current edition of the Policies and Rules of the Commission.))</i>	X		
19.	Number of student files reviewed (minimum of 25)	25		
<p>The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:</p>				
20.	Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100. <i>(Refund Policy (See "Refund Policy" in the current edition of the Policies and Rules of the Commission.))</i>	X		
<p>The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:</p>				
21.	The institution complies with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board. (Objective 7-4)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 8 – Human Resources

	Standard 8 - General	YES	NO	N/A
1.	Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution. (Objective 8-A-1)	X		
2.	The institution has provided and implemented appropriate and published procedures for handling complaints/grievances for faculty and staff, consistent with the policies of the institution's governing board. (Objective 8-A-2)	X		
3.	Appropriate procedures have been developed for the continuous evaluation of the performance and effectiveness of all institutional employees, with at least an annual written formal review and evaluation. (Objective 8-A-3)	X		
4.	Appropriate orientation procedures for all employees are maintained and followed equitably. (Objective 8-A-4)	X		

	Standard 8 - Faculty	YES	NO	N/A
1.	The institution has a sufficient number of faculty members to fulfill its mission and operate its programs. (Objective 8-B-1)	X		
2.	Each faculty member has at least a high school diploma (or its equivalent) and demonstrated competency in the technical area of instruction. (Objective 8-B-2)	X		
3.	Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met. (Objective 8-B-2)	X		
4.	Faculty members who teach general education courses in Associate Degree programs hold a minimum of a Bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline. (In exceptional cases, evidence of outstanding professional experience or creative achievement in the field may be considered in lieu of formal academic preparation.) (Objective 8-B-2)			X
5.	Faculty members who teach in technical areas of associate degree programs have a minimum of an Associate Degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered in lieu of formal academic requirements.) (Objective 8-B-2)			X
6.	The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members. (Objective 8-B-2, 3)	X		
7.	Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact. (Objective 8-B-3)	X		

	Standard 8 - Administrative and Supervisory Personnel	YES	NO	N/A
1.	The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and operate its programs. (Objective 8-C-1)	X		
2.	All administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility. (Objective 8-C-2)	X		

	Standard 8 - Instructional Support Staff	YES	NO	N/A
1.	The institution has a sufficient number of instructional support staff members to fulfill its mission and enable its programs. (Objective 8-D-1)	X		
2.	Clerical personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed. (Objective 8-D-1)	X		
3.	All instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility. (Objective 8-D-2)	X		

	Standard 8 - Non-Instructional Support Services	YES	NO	N/A
1.	Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution. (Objective 8-E)	X		
2.	Preventative maintenance services are provided to ensure continued operation of the facilities. (Objective 8-E)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 9 – Organizational Structure

	Standard 9 - General	YES	NO	N/A
1.	The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control. (Objective 9-1)	X		
2.	If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located. (Objective 9-1)			X
3.	The authority for implementation of the governing body's policies is delegated to a chief administrative officer, who is responsible for the institution's operation. (Objective 9-2)	X		
4.	The chief administrative officer is the official of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission's point of contact with the institution, including branches, if any. (Objective 9-2)	X		
5.	An organizational chart is available that shows the functional relationships among the personnel of the institution. (Objective 9-3)	X		
6.	The organizational structure is designed to promote the effective operation of educational programs and institutional services for students. (Objective 9-3)	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

Standard 10 – Student Services and Activities

	Standard 10 – General	YES	NO	N/A
1.	Tests and other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program placement services to students. (Objective 10-1-a)	X		
2.	There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution. (Objective 10-1-b)	X		
3.	A designated staff member is responsible for maintaining official files and records of students. (Objective 10-1-c)	X		
4.	Written procedures for access to student records are established to protect their confidentiality, limiting access to authorized personnel only. (Objective 10-1-c)	X		
5.	The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment. (Objective 10-1-c)	X		
6.	All period of enrollment, financial, academic, and current educational progress records are available at the institution. (Objective 10-1-c)	X		
7.	Number of student files reviewed	25		
8.	Preserving and protecting student records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. (Objective 10-1-c)	X		
9.	The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook. The Commission's mailing address and telephone number are included to provide for cases where the grievance is not settled at the institutional level. (Objective 10-1-d)	X		
10.	The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution. (Objective 10-1-d)	X		
11.	Number of complaints in file since last accreditation site visit. All student complaints on file must be reviewed for compliance with the institution's grievance policy.	zero		
12.	The institution provides academic advisement services to assist students in planning and completing the occupational education programs that they pursue. (Objective 10-1-e)	X		

	Standard 10 - General	YES	NO	N/A
13.	If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education to maintain a plan. (Objective 10-1-f)			X
14.	The institution has adopted and implemented a written plan for the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus; and the plan is evaluated regularly. (Objective 10-1-g)	X		
15.	A system is in effect for reporting and investigating all incidents affecting health and safety. (Objective 10-1-g)	X		
16.	The institution is responsible for any reasonable accommodation of students who are identified to have special needs. (Objective 10-1-h)	X		
17.	The institution has a written plan for determining the effectiveness of student personnel services, for documenting an annual evaluation of these services, and for disseminating the results to the staff so that pertinent information can be used to improve the student personnel services.(Objective 10-1-a through h)	X		
18.	The institution provides placement services for all program completers. (Objective 10-2)	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
19.	Identification of responsibility for coordination of services. (Objective 10-2)	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
20.	Communications network between the placement coordinator, the staff, the faculty, and various businesses and industries of the service area.	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
21.	File/listing of employers and employment opportunities.	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
22.	Counseling of students.	X		
The institution demonstrates that it is following a written plan for placement services, including the following elements:				
23.	Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission.	X		

Findings, recommendations, suggestions, and commendations, if any, can be found in sections 2 through 4 of this report.

STANDARD 11 – DISTANCE EDUCATION: PART 1

The criteria under Part 1 – Institutional Criteria apply to all institutions offering instruction at a distance whether that instruction is an individual course or whole programs. Institutions that make available one or more programs via distance education delivery for 50% or more of the program’s required instructional hours must also comply with Part 2 – Programmatic Criteria.

Regulatory Requirements		YES	NO	N/A
1.	The institution complies with the legal and regulatory requirements of the jurisdictions in which it operates (i.e., requirements for service to those with disabilities, copyright law, state and national requirements for institutions offering educational programs, international restrictions such as export of sensitive information or technologies, etc.). (Objective 11-A)	X		
Program Outcomes		YES	NO	N/A
1.	The institution complies with the legal and regulatory requirements of the jurisdictions in which it operates (i.e., requirements for service to those with disabilities, copyright law, state and national requirements for institutions offering educational programs, international restrictions such as export of sensitive information or technologies, etc.). (Objective 11-A)	X		
2.	The institution submits demonstrably accurate program placement data each year to the Commission for comparison with similar COE-accredited institutions and takes any actions required by the Commission due to the overall placement rate being unacceptably lower than the placement rates for peer institutions. (Objective 11-D-2b)	X		
3.	For each educational program requiring a licensure examination, the institution submits demonstrably accurate licensure performance data each year to the Commission for comparison with similar COE-accredited institutions and takes any actions required by the Commission due to the overall licensure examination pass rate being unacceptably lower than the licensure examination pass rates for peer institutions. (Objective 11-D-2c)	X		
Learning Resources		YES	NO	N/A
1.	The institution has procedures for adequate maintenance of the learning resources which support all distance education instruction. (Objective 11-E-2)	X		
Technical and Physical Resources		YES	NO	N/A
1.	The institution assures adequacy of technical and physical facilities to support its distance education programs. (Objective 11-F)	X		
2.	The institution has provisions in place for reliability, privacy, safety, and security of technical and physical facilities whether they are provided directly by the institution or through contractual arrangements. (Objective 11-F)	X		
3.	The institution has policies or procedures in place to maintain an up-to-date infrastructure. (Objective 11-F)	X		

Learning Resources		YES	NO	N/A
4.	The institution ensures system reliability and emergency backup for its technical services. (Objective 11-F)	X		
5.	The technology used by the institution to deliver the program content meets the needs of the students without creating barriers to student learning. (Objective 11-F)	X		
6.	The institution provides students with technical support for each educational technology hardware system, software system, and delivery system required in a program. (Objective 11-F)	X		
Financial Resources		YES	NO	N/A
1.	The institution's budgets and policy statements are designed to reflect its commitment to the students enrolled in its distance education programs. (Objective 11-G)	X		
Human Resources		YES	NO	N/A
1.	The institution ensures its staffing structure is appropriate and fully qualified to support the programs now operational and envisioned in the near term. (Objectives 11-H-1, 11-H-2, and 11-H-4)	X		
2.	The institution ensures all faculty members engaged in distance delivery meet or exceed the minimum standards for teaching at the institution. (Objectives 11-H-2 and 11-H-4)	X		
3.	The institution provides appropriate training for faculty who use technology in distance education programs. (Objectives 11-H-2 and 11-H-4)	X		
4.	The institution evaluates the performance and needs of faculty members who teach distance education courses. (Objectives 11-H-3 and 11-H-4)	X		
5.	The institution provides appropriate faculty support systems for distance education instructors. (Objectives 11-H-3 and 11-H-4)	X		
6.	The institution ensures the quality of faculty responses to distance education students as evidenced by student evaluations of distance education instruction, instructor observations, etc. (Objective 11-H-4)	X		

Student Services		YES	NO	N/A
1.	The institution's distance education students have access to appropriate and adequate student services. (Objective 11-I-1)	X		
2.	The institution has an infrastructure in place for distance education programs to ensure the system is secure, reliable, safe, and private in regards to student records. (Objective 11-I-2)	X		
3.	Students have an adequate procedure for resolving their complaints. (Objective 11-I-3)	X		
Student Identity Confirmation		YES	NO	N/A
1.	The institution has processes in place to establish that the student who registers for a distance education or correspondence course or program is the same student who participates in and completes the program and receives the academic credit. (Objective 11-J-1)	X		
2.	The institution has policies and procedures in place for ensuring the security and integrity of student coursework and testing. (Objective 11-J)	X		