ACCSC SELF-EVALUATION REPORT
RENEWAL OF ACCREDITATION

STATEMENT OF PURPOSE (from the *Standards of Accreditation*)

A school must establish processes, policies, and procedures in the areas of student assessment and achievement and demonstrate that a high proportion of its students attend class, successfully progress through and complete their program of study, and obtain employment in the field for which trained. A school must establish and consistently apply criteria that provide an objective evaluation of the student's learning and progress toward attaining the program's specific educational objectives. Assessment of a school's performance in these areas requires a broad consideration of all circumstances that affect student learning, satisfactory progress, and student achievement.

A. STUDENT LEARNING, ASSESSMENT, AND SATISFACTORY PROGRESS

1. Describe the student learning outcomes for each program. Explain how the student learning outcomes align with the program objectives and the level of education intended (e.g., non-degree, degree, degree level); and how the student learning outcomes reflect the necessary occupational and academic knowledge, skills, and competencies.

2. Describe the school's process for assessing and evaluating the defined student learning outcomes for each program (this process may include a variety and combination of methods such as grading, portfolio assessment, and criterion referenced testing).

3. What are the criteria to assess a student's academic progress through the program? Describe how student assessment approaches are documented and included as part of the institutional assessment and improvement planning process.

4. Describe the school's satisfactory academic progress policy. How is the policy appropriate and effective to attain the objectives of each program?

5. Describe how the school's attendance policy promotes sufficient levels of student attendance such that the required knowledge, skills, and competencies can be achieved.

B. STUDENT ACHIEVEMENT

1. Provide the Graduation and Employment Chart(s) as submitted in the school's most recent Annual Report to the Commission. The school must provide the supporting backup documentation for each Graduation and Employment Chart to the on-site evaluation team, organized as directed by Appendix B.

2. Complete the following summary chart of student achievement outcomes for each program or program length offered using the data submitted with the school's most recent Annual Report:

Program Title	Length in Months	Graduate Rate	Employment Rate

3. Describe in narrative form the school's efforts to improve student retention including an assessment of the effectiveness of these efforts.

4. For each training program offered at the school, complete the following chart for 20 employers who have employed the school's graduates within the past six months (if less than 20 are available, provide as many as possible).

Name, Address, & Telephone # of Employer	Contact Person	Name and Telephone # of Graduate	Date of Graduation	Date of Initial Employment

5. What follow-up program is used by the school after the graduates are placed in jobs? Describe how this program helps to verify acceptance of the graduates in the field of preparation.

6. Describe the school's efforts to improve graduate employment. Include a brief narrative with regard to the effectiveness of these efforts.

7. For any program that has a graduation, employment, and/or licensure/certification pass rate lower than the Commission's established benchmark rates, provide an assessment of the student achievement outcomes in that program and a detailed plan of action for improving the rates. The school may provide the following supplemental information:

   - Other reliable indicators of successful student learning with supporting documentation.

   - Evidence of other factors such as economic conditions, state and national trends, location, student population served, length of programs, students who withdraw from training but still obtain employment, state requirements, or other external or mitigating factors where applicable.

   - The school's aggregated institutional graduation, employment, and/or licensure/certification pass rate.

8. Are any of the school's programs currently subject to ACCSC Outcomes Reporting? For all programs subject to Outcomes Reporting, if any, provide the most recent graduation and employment rates reported to the Commission.

9. Complete the following chart with program offered for which certification or licensure is required in order for graduates to be eligible for employment in the field for which training was provided.

Program Title	Length in Months	Exam Title	Student Pass Rate

10. Describe the certification or licensure requirements (including who administers the certification/licensing examinations, how often tests are given, etc.) for each program listed above.

11. Describe how the state or federal licensing examination pass rates for each training program listed above demonstrate and support successful student achievement.

C. RESULTS OF THIRD-PARTY VERIFICATION OF EMPLOYMENT DATA[2]

1. The school must engage an independent third-party to verify the employment data in the Graduation and Employment ("G&E") Chart(s) submitted in *Section VII (B)(1)* above. (The most recently submitted Annual Report at the time of the due date of the SER.)

2. The independent third-party must select minimally a 50% sample of employed graduates (classified as "Graduates - Employed in the Field") on line 14 of each G&E Chart and report the results from that sample. Once the 50% sample has been selected by the independent third-party, for the purposes of this application, the independent third-party may not alter the sample in an effort to get better results.

   Please note: If an institution wishes to present an updated G&E Chart or a G&E Chart using a more recent Report Date than that which was submitted in the school's Annual Report, the updated G&E Chart must be verified using the same methodology and reported on separately in order to be considered by the Commission in making an accreditation decision.

3. The independent third-party must verify employment records from the employer or graduate either verbally or in writing.

4. The independent third-party must verify the employment data in a manner independent from the school. The independent third-party must conduct the verifications without assistance from the school, with the exception of the school's provision of records to be verified.

5. The school must provide the full report from the independent third party verification of employment data to the ACCSC on-site evaluation team, as directed by Appendix B.

The school must provide the following as part of this SER:

1. Documentation demonstrating that the third-party procured by the school for this project meets the Commission's tests to be considered an "Independent" Third-Party as follows:

   a. If the independent third-party is identified by ACCSC in the July 1, 2013 Accreditation Alert, the school only needs to provide the name of that verification company; or

   b. If the school chooses another independent third-party the school must provide the following:

      i. A signed attestation from the independent third-party is not affiliated with the school or share any part ownership in the school or its affiliated schools.

      ii. The independent third-party does not provide **any** other services to the school.

      iii. The independent third-party will only report accurate findings through work conducted in an independent manner.

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[2] As described in the ACCSC Accreditation Alert dated July 1, 2013 and the Application for Renewal of Accreditation.

    iv.   The independent third-party understands and applied the classifications defined in item #2 below exactly as stated.

    v.   A description of the methodology that the verification agency used for the selection of the 50% sample.

    vi.   A description of the methodology that the verification agency used for the verification process.

2. A summary of results <u>for each G&E Chart</u> that includes the following (at a <u>minimum</u>):

a. The total number of students in the sample;

b. The number of students in each of the categories below and the percentage in each category as defined below:

Verified as Correct – A record is classified "verified as correct" when the independent third party finds:

- The same employer as listed in the school's record;

- The start date listed in the school's record is within 45 days of the verified start date;

- The verified job title is substantively the same as that listed in the school's record, using the following illustrative guidelines (examples from an Automotive Technology program):

  - Exact Match - The school employment record matches exactly the verified job title e.g., "Mechanic";

  - Obvious Match - The school employment record states "Mechanic" and the verified job title of, "Auto Mechanic" is an obvious match; or

  - Confirmed Match - The school employment record states "Mechanic" but the verified job title is "Technician II" **and** the employer or graduate confirm that the job responsibilities are substantively the same.

Verified but Different – A record is classified "verified but different" when the independent third party finds:

- A start date that is more than 45 days different from the start date in the school's employment record; or

- A substantively different job title from that in the school's employment record (i.e., any job title that is verified to be different from the school's employment record and is not an obvious match or confirmed match as described above)

Unable to Verify – A record is classified "unable to verify" when the independent third party is unable to obtain verification of the school's employment record from either the employer or the graduate; and

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Verified as Not Correct – A record is classified "verify as not correct" when the independent third party finds any of the following:

- The graduate is not found in employer's records;

- The graduate's initial employer is different than the employer listed in the school's employment record;

- The graduate denies having worked in the position as stated in the school's employment record;

- The position listed in the school's employment record is unpaid or an intern/externship; and

- Other discrepancies that render the school's employment record as incorrect.

c. The following chart completed for each program:

Independent Third Party Initial Employment Verification Reported Program Rates		
Annual Report Year	**Program Title (Credential)**	**Length of Program (Months)**
Total number of students sampled	**Total number of available students to sample***	**Sample size percentage**

Verified as Correct	**Verified but Different**	**Unable to Verify**	**Verified as Not Correct**

*   Students classified as Graduates - Employed in Field in program

Placements Verified by a Different Independent Third-Party*	
Company Name	**Number of Graduates Verified**

*   Graduates that were unable to be verified by the school's chosen vendor but were verified by a different third-party company like "The Work Number."

3. The following chart completed with the aggregate institutional results across all programs:

Independent Third Party Initial Employment Verification Reported Institutional Rates		
Annual Report Year	**Name of Company**	
Total number of students sampled	**Total number of available students to sample***	**Sample size percentage**
Verified as Correct	**Verified but Different**	**Unable to Verify**	**Verified as Not Correct**

Note: the "Verified as Correct / Different / Unable / Not Correct" row has four columns:

Verified as Correct	Verified but Different	Unable to Verify	Verified as Not Correct

*Students classified as Graduates - Employed in Field across all programs for Annual Report year

Placements Verified by a Different Independent Third-Party*	
Company Name	**Number of Graduates Verified**

* Graduates that were unable to be verified by the school's chosen vendor but were verified by a different third-party company like "The Work Number."

4. Any additional information or response the school deems appropriate regarding the above results.