



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1e

Meeting Date: February 2, 2017

Subject: Approve Changes to Existing Council of Occupational Education (COE) Programs for Accreditation Compliance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Charles A. Jones Career and Education Center, an Adult Education School

Recommendation: Approve program changes

Background/Rationale: Pursuant to the Council of Occupational Education (COE) Policies and Rules for accreditation, the COE list of approved program names, length and active status must exactly match our school catalogs. Any changes must be approved by our School Board. Currently, the COE list of CAJ programs is based on old information from 2011. Changes to the school catalog have been made over the years to align with federal and state guidelines for CTE programs. We are requesting approval of the changes outlined in the attached List of Program Changes so that proper updates can be made to the COE list of approved programs for CAJ.

Financial Considerations: None

LCAP Goal(s): College, Career and Life Ready Graduates; Operational Excellence

Documents Attached:

1. Council of Occupational Education (COE) Programs
2. List of Program Changes
3. Accreditation Maintenance Activities per COE

Estimated Time of Presentation: N/A

Submitted by: Susan Gilmore, Director of Adult Education

Approved by: Dr. Iris Taylor, Chief Academic Officer

323100 - Charles A. Jones Career & Education Center



COE Approved Programs

Current Approved Course list

This list reflects the current COE-approved programs for:

323100 - Charles A. Jones Career & Education Center
 5451 Lemon Hill Avenue
 Sacramento, CA 95824

Changes 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. (<http://www.council.org/manuals/>) Use Council application forms found on the Council website under Documents/Applications and Forms. (<http://www.council.org/applications-forms/>)

CIP Code	Program Description	Secondary Students Only	Quarter Hours	Semester Hours	Clock Hours	Course Prep Hours	Instructional Delivery Method	Degree	Teachout End Date
47.0603	Auto Body Repair	No	0	0	900	0	T		
52.0302	Business Accounting Specialist	No	0	0	900	0	T		
52.0401	Business Administrative Assistant	No	0	0	900	0	T		
51.1614	Certified Nursing Assistant (CNA)	No	0	0	185	0	T		

09.0701	Cisco Networking & A+ Certification	No	0	0	1080	0	T
22.0303	Court Reporting	No	0	0	4870	0	T
47.0200	HVAC-Heating, Ventilation AC	No	0	0	1260	0	T
51.0711	Medical Assistant	No	0	0	936	0	T
51.1802	Optometric Assistant	No	0	0	720	0	T
51.0805	Pharmacy Technician	No	0	0	1320	0	T
51.1613	Vocational Nursing (VN)	No	0	0	1658	0	T

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

NEW - Denotes that the program is less than 180 days old.

The Highest level of online instruction should be indicated.

(See the latest Handbook of Accreditation for definitions.)

Request of Program Changes

Approved Program name: Certified Nursing Assistant (CNA)

Approved Program hours: 185

Approved mode of delivery: Traditional

Type of Change: Program Name and Program Hours

Change: Nursing Assistant (NA) – 192 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Business Administrative Assistant

Approved Program hours: 900

Approved mode of delivery: Traditional

Type of Change: Program Name

Change: Administrative Assistant

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Cisco Networking & A+ Certification

Approved Program hours: 1080

Approved mode of delivery: Traditional

Type of Change: Program Name

Change: A+/CISCO (CCENT)/Network + Preparation

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: HVAC – Heating, Ventilation AC

Approved Program hours: 1260

Approved mode of delivery: Traditional

Type of Change: Program Name and Program Hours

Change: Heating, Ventilation & Air Conditioning – 990 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Court Reporting

Approved Program hours: 4870

Approved mode of delivery: Traditional

Type of Change: Program Name and Program Hours

Change: Court Reporter/Real-time Reporter/Court Reporting - 3054 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Medical Assistant

Approved Program hours: 936

Approved mode of delivery: Traditional

Type of Change: Program Name and Program Hours

Change: Medical Assistant Informatics - 990 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Optometric

Approved Program hours: 720

Approved mode of delivery: Traditional

Type of Change: Program Name and Program Hours

Change: Optometric Assistant/Dispensing Optician – 810 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Pharmacy Technician

Approved Program hours: 1320

Approved mode of delivery: Traditional

Type of Change: Program Hours

Change: 1080 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Business Accounting Specialist

Approved Program hours: 900

Approved mode of delivery: Traditional

Type of Change: Delete Program

Change: No students enrolled since 6/30/16

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Approved Program name: Vocational Nursing (VN)

Approved Program hours: 1658

Approved mode of delivery: Traditional

Type of Change: Program Hours

Change: 1408 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

Accreditation Maintenance Activities

[Accreditation Maintenance Activities](#)

[Dues & Fees](#)

[FAQs](#)

[Seeking Accreditation](#)



Programs

Keep the list of approved programs with COE updated in terms of program names, length, and active status.

State licenses (if required), the Council's list of approved programs, and school catalogs must be exactly the same. If one of these three changes, the other two must also be changed.

More information about the establishment and maintenance of the COE approved program list is available in the latest edition of the Policies and Rules of the Commission.

Substantive Changes

Inform the Council of substantive changes as they occur in accordance with the Handbook and Policies and Rules.

Use the chart of substantive changes in the Handbook as a general guide.

Reports

Institutional Annual Reports

File annual reports each year and review the criteria with which the institution must maintain compliance. Review compliance with each criterion with appropriate institutional staff.

Make sure that documentation exists that demonstrates compliance with the criteria. Use this documentation to put together exhibits for reaffirmation team visits. Keep a history of this

documentation between the years that the institution hosts accreditation team visits to demonstrate ongoing compliance with criteria.

Financial Reports

Non-public institutions must provide the Council with a copy of audited financial statements and a completed COE Financial Form each year (financial documentation is due in the COE office no later than 6 months after the fiscal year end).

Workshop Attendance

Be sure appropriate staff members attend Council workshops required for hosting team visits in the timeframe specified by the latest Handbook of Accreditation.

Documentation

Keep a current, complete accreditation file – both for Council compliance and for assisting other faculty and staff with information about the school's accreditation status.

Committees

Be sure to schedule advisory committee meetings for the year and collect minutes from each meeting for the institution's accreditation file. (This is one of the most common recommendations institution's receive during accreditation team visits: the failure to host and document advisory committee meetings.) Every program must have an advisory committee appointed that meets the criteria published in the latest Handbook of Accreditation. Each program occupational advisory committee must meet at least twice annually.

Reaffirmation of Accreditation

Reaffirmation of accreditation must occur from two to six years after initial accreditation or any subsequent reaffirmation decision. The time interval for reaffirmation is determined by the Commission as a part of its accreditation or reaffirmation decision. Institutions must meet the same requirements for reaffirmation as required for initial accreditation (see Section III.B.1 above). At the discretion of the Commission, the institution may be required to undergo reaffirmation earlier than the previously determined year.

Institutions undergoing reaffirmation of accreditation must send the chief administrative officer or other full-time employee at the main campus of the institution to a Commission-sponsored Self-Study

Workshop within six to 18 months prior to hosting the reaffirmation visiting team. The only substantive changes that will be considered for approval prior to six months before hosting a reaffirmation visiting team are adding new programs and revising existing programs.

Institutions being considered for reaffirmation of accreditation must obtain reaffirmation within 12 months after the first review by the Commission. If reaffirmation has not been granted within that twelve-month period, the institution shall be dropped from accreditation.

Unannounced Focused Reviews

The Council may conduct an unannounced focused review on any institution at any time during its membership with the Council. Unannounced focused reviews confirm compliance with criteria based upon a random selection of institutions or upon information the Council collects that demonstrates a risk that the institution chosen may not be compliant with Council criteria, standards, conditions, or policies. Teams may request documentation pertaining to compliance with any criterion.

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