



Accreditation

ODCTE Accreditation Advisory committee 6.1.23

Dr. Justin Lockwood, Chief of Staff
Jessica Ventris, Accreditation Manager
Hanna Brown, Accreditation Coordinator
Sandra McKnight, Financial Aid Specialist
Alan Nahs, Civil Rights Coordinator
Katha Cinnamon, Administrative Assistant

Meeting conducted via Zoom and was not recorded.

Attending: Jessica Ventris, Hanna Brown, Sandra McKnight, Alan Nahs, Katha Cinnamon, Doug Hall, Brian Ruttman, Traci Thorpe, Brook Holding, Jenny Cypert, Mike Lindley, Randy Rupp, Patrick Clanin, Mitchell Thomas, Linda Sanford, Jeff Huffman, Holly, Hanan, Steven Aragon, Letha Bauter, Ashley Hernandez-Torres, Andrew Hammontree, Carol Hall, James Bishop, Margi Cooper, Rusty Gilpin, Justin Lockwood, Cori Gray, Millisa Ellefson, Shelly Mounce, Katlyn Dickerson(Hudgins), Craig Maile, Kerry Sitton, and Kerry Eades.

Jessica Ventris, Accreditation Manager, opened the zoom meeting by thanking everyone for attending and serving on the Accreditation Advisory Committee.

Katha Cinnamon then took roll. Each committee member introduced themselves since there were new people on the committee.

Jessica Ventris NACIQI Update - National Advisory Committee on Institutional Quality and Integrity (under the U.S. Dept. of Education).

Started the two-year process for the 2024 Renewal

- Submitted all documentation in January
- NACIQI representative observed Autry Technology Center's visit
- Observed a Board meeting
- Documentation review
- Sent a draft analysis
- Submitting supplemental documentation – Due in September
- Two new items are being implemented – Signed Conflict of Interest forms by our Board and a policy for training requirements for our accreditation staff
- U.S. Department of Education hearing – February 2024
- Process will happen every 5 Years

Jessica Ventris 2023 and 2024 Schedule

- Examiner Placement – June 15
- Applications Due – July 15
- Tech Center Training Opens – June/July
- Examiner Training Opens – July 1



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2023-2024 Visits

1. Caddo Kiowa Technology Center
 - Sept. 6 Virtual Examiner Training
 - Sept. 11 Virtual Examiner Prep Day
 - Sept. 12-14 Hybrid Visit (Sept. 12 Virtual Interviews. Sept. 13-14 Onsite)
2. Great Plains Technology Center
 - Sept. 27 Virtual Examiner Training.
 - Oct. 2 Virtual Prep Day.
 - Oct. 3-5 Hybrid Visit. (Oct. 3 Virtual Interviews. Oct. 4-5 Onsite)
3. Northeast Technology Center
 - Oct. 18 Virtual Examiner Training
 - Oct. 24 Virtual Examiner Prep Day
 - Oct. 25-27 Hybrid Visit. (Oct. 25 Virtual Interviews. Oct. 26-27 Onsite)
4. Pontotoc Technology Center
 - Nov. 1 Virtual Examiner Training
 - Nov. 6 Virtual Examiner Prep Day
 - Nov. 7-9 Hybrid Visit. (Nov. 7 Virtual Interviews. Nov. 8-9 Onsite)

3 Yr. Monitoring – July

- Chisholm Trail
- Moore Norman
- Eastern Oklahoma County
- Pioneer
- High Plains
- Red River
- Metro Tech
- Southwest

Civil Rights Update – Alan Nahs, Civil Rights Coordinator

- Civil Rights
- Pre-visit walk-throughs
- Title IX updates
- 2023 Summit Training on Section 504 (Owasso)
- Construction Plan reviews
- James Bishop – Great Plains TC and Jenny Cypert – Pontotoc TC, both said how thankful they were for Alan’s pre visit to their campus’.
- Linda Sanford asked if Alan would come and visit Wes Watkins TC. He will before their visit in 2024.

Financial Aid Update/Distance Education – Sandra McKnight, Financial Aid Specialist

- 2023-2024 full Pell grant = \$7,395 for 900 hours
 - up to \$11,092 for 1350 hours in same academic year
- FAFSA Simplification = Consumer Information updates – New application will be 9 pages compared to the 50 pages of years past. This will be released later in 2023.



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- Jessica Ventris and Sandra McKnight spoke briefly about the SB93, and said it would not affect the 2023-24 Seniors, but would affect the 2024-25 Seniors.
- New DE for 2023-2024 = Electric Lineman, NETC
 - Sandra told the committee about the visit to Northeast Tech and their new monitoring software for the lineman program - \$4950.
 - If this is successful it could be a software, that we could recommend to other schools.
- Currently we have 15 programs approved for DE delivery.

2022 - 23 Improvements – Hanna Brown, Accreditation Coordinator

- Hanna opening thanking Craig Maile and Margi Cooper for all their help with the ctYOU, Examiner application.
- Instead of having to fill out the application every year, the new application will automatically input past examiners information. The examiner can then make updates and sign the confidentiality agreement.
- Information Still Needed document has been added to ctYOU.
 - This document helps examiners know what information still needs to be covered during the visits.
 - The items are in question format that examiners can ask in interviews.

Institutional Accreditation – Updates/Discussion – Jessica Ventris

- June 12, 2023 – ctYOU will get a new “look”, Server Upgrade.
- Jessica Ventris spoke of Hanna Brown, Katha Cinnamon – helping her with breaking down the Standards used in trainings, into segments for examiners and technology centers to use as training resources.
 - Shorter Modules were designed for Technology Centers training materials.
 - Jessica will get the Technology Center Trainings uploaded into ctYOU after she is trained on how to do that.
 - Millisa Ellefson, suggested explaining the standards by what “lenses” you are using, such as administration, students, instructors, etc. This could help examiners to better understand the standard they are working on.
 - In the chat, Craig Maile – “like the book/concept, “The Six Thinking Hats”, replying to Millisa Ellefson suggestions.
 - Also in the chat, Craig Maile asked “would setting up a separated module listed as “communication in all standards” be helpful?”
 - Jessica will look at incorporating these ideas. She thanked the committee for their feedback.
 - These resources will be shared with examiners and schools after they complete the online training.
- Skills Center accreditations were conducted this year.
 - Program specialists visited the programs in our correctional facilities. They examined program quality and safety.
 - Skills Center staff and stakeholders completed surveys that were comprised of the Guideline questions.
 - A Feedback Report was prepared and given to the Skills Center Division.



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- Hybrid visit – Pros and Cons were discussed
 - Jessica explained that survey percentage results favored hybrid, but the comments favored all in-person visits.
 - Jessica asked for feedback from the committee. She did say that certain portions will remain virtual like the trainings and Prep Day.
 - Committee members provided feedback in favor of continuing the hybrid visits. They said it was very beneficial for multi campus schools. There was no feedback in favor of going back to all in-person.
 - Jessica explained that getting stakeholder participation was an issue this year. Was not a problem last year. A committee member suggested having the stakeholder lunch on site again during a meal. This is how they were done pre-COVID. Jessica did explain how it was difficult to interview while eating. Jessica will work with this year's schools to see what they feel is the best solution.
 - A committee member and experienced examiner did express how they would like an extra 10 minutes in interviews, because they tend to start late due to moving participants into breakout rooms.
 - They would also like more time in-between interviews to collect their thoughts and prepare for the next interview. Jessica explained that is tough to do and get them all done but she will look at the schedules.
 - It was also suggested that we could breakdown the teams further to get more time with each interviewer.
- Jessica Ventris also showed the new examiner interview forms
 - She explained the struggle examiners have had relating the current form questions to their standards and the information they need.
 - Jessica said that the staff tells examiners to write their own questions but that has not been successful either.
 - The new forms are questions from each standard and worded similarly to the questions in the Guidelines. The form she showed was for administration interviews. Examiners can search by their standard and the questions for administration that relate to their standard will show up. Examiners can also write their own questions.
 - They plan is set it up as a database like the statement database.
 - The committee liked the new form and other improvements.
- She also shared the Database for strengths and opportunity for improvement statements.
- Jessica asked the Advisory Committee for any other ideas for improvements.

Additional Topics:

- Shelly Mounce thanked Alan Nahs and Sandra McKnight for their pre visits.
- Margi Cooper talked about the new version of the ctYOU and those instructions will be posted on the home page. Jessica said she would also email the instructions to the schools participating this year.
- Jessica Ventris thanked everyone for attending the meeting and let them know she would send out the minutes. She asked the committee to send her feedback anytime throughout the year.