

# COE SCHOOL GUIDE - ANNUAL MEETINGS

## Bayside Projects Consulting Free Download Reference Guide

Suggested annual meetings for COE-accredited schools. Schedule and meetings may vary depending on the institution's scope and size. COE standards are subject to change. We recommend confirming your institution meetings comply with best practices, licensing, COE, and any additional regulatory standards that may apply.

Meeting	Frequency	Participants	External Members?	January Meeting	April Meeting	July Meeting	October Meeting
<b>STRATEGIC MEETING</b> <i>(Reviews the Strategic Plan, action items, and related topics)</i>	Quarterly	Personnel representing each department of the school (directors).	NO	X	X	X	X
<b>STAFF MEETING</b> <i>(Informs personnel of last year's results, reports, and current year plans. Receive personnel feedback)</i>	Annual	All school personnel listed in the organizational chart and catalog: administrative and faculty	NO	X			
<b>INSTITUTIONAL ADVISORY COMMITTEE MEETING</b> <i>(Reviews school strategic plan, policies, and additional institutional topics)</i>	Annual	External advisory members and school representatives such as the President and Director of Education.	YES		X		
<b>OCCUPATIONAL ADVISORY COMMITTEE MEETING</b> <i>(Reviews school programs as per COE standards. One meeting per program or programs' cluster)</i>	Annual	External advisory members and school representatives such as the President, Director of Education, faculty members.	YES		X		
<b>PROGRAM REVIEWS BY ACADEMIC DEPARTMENT</b> <i>(Reviews each program as per COE standards)</i>	Annual	Director of Education and faculty members	NO				X
<b>ACADEMIC MEETING</b> <i>(Reviews academic topics)</i>	Quarterly	Director of Education and faculty.	NO	X	X	X	X
<b>FINANCIAL MEETING</b> <i>(Reviews financial topics)</i>	Quarterly	President, Financial Director, Accountant, Financial Auditor.	NO	X	X	X	X

Need assistance with your institution's COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)