

COE SCHOOL GUIDE – PREPARING THE SELF-STUDY

Bayside Projects Consulting Free Download Reference Guide

The Self Study-Study is a document prepared in a narrative format that, along with the Exhibits, will demonstrate your institution's compliance with COE standards.

RECOMMENDED STEPS FOR PREPARING YOUR SCHOOL'S SELF-STUDY

1. Attend COE's Workshops.
2. Assign Self-Study committee members.
3. Download COE's Check Sheets and review the Self-Study Manual.
4. Share COE workshop information with the Self-Study committee members.
5. Issue the school's Policies and Procedures Manual aligned with COE's standards.
6. Provide training to all personnel on newly adopted Policies and Procedures.
7. Committee members start working on the writing of the Self-Study sections and Exhibits.
8. Conduct weekly Self-Study committee meetings to confirm progress.
9. Ask committee members to provide feedback on Self-Study sections assigned to other personnel.
10. All personnel must be involved with the Self-Study and Exhibits: creation, data collection, and review.
11. Consult often with COE staff for clarifications and guidance.
12. Have draft Self-Study ready three (3) months before the scheduled accreditation visit.
13. Issue final Self-Study two (2) months before the scheduled accreditation visit.
14. Team Leader reviews the Self-Study and provides feedback during Preliminary Visit.
15. Make corrections to Self-Study as per the Team Leader's recommendations.
16. Submit the revised Self-Study to the Team Leader and COE Office as per provided deadline and instructions.

SELF-STUDY SECTIONS

1. Cover Page
2. Preface
3. Table of Contents
4. Institutional and Community Characteristics
5. Conditions Check Sheet
6. Standard 1: Institutional Mission
7. Standard 2: Educational Programs (one per program)
8. Standard 3: Program Outcomes
9. Standard 4: Strategic Planning
10. Standard 5: Learning Resources
11. Standard 6: Physical Resources and Technical Infrastructure
12. Standard 7: Financial Resources
13. Standard 8: Human Resources
14. Standard 9: Organizational Structure
15. Standard 10: Student Services and Activities
16. Glossary, Resources, and References

REFERENCES

Self-Study Manual available on [COE's Manual Page](#).
Latest COE Workshop Handouts are available on [COE's Handouts Page](#).

REGARDING THE USE OF CONSULTANTS AND OUTSIDE PERSONNEL FOR PREPARING THE SELF-STUDY AND EXHIBITS

COE standards require that the institutions' personnel *be the only ones* to prepare, revise, and edit any documents required in the accreditation process. COE allows consultants to *provide training* regarding the standards, the accreditation process, and the school operation best practices. We recommend familiarizing yourself with *COE's Handbook of Accreditation – Use of Consultants* before engaging a consultant or outside personnel.

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](#)