

Guidelines for Reporting Secondary Programs

Excerpt from the Self-Study Manual

The Commission offers its evaluative services to postsecondary institutions that enroll secondary students in career and technical education programs. Institutions electing to include secondary programs in the self-study process of the Council must specify this in their application for candidate status with the Council and indicate which programs enroll secondary students.

Once secondary program evaluation is indicated, the institution must:

- a. Include secondary programs in the self-study document;
- b. Include secondary students in the institution's FTE calculation; and,
- c. Collect completion rate data on the secondary student population

All programs enrolling adult students must be included in the evaluation process.

Vocational English-as-a-Second-Language Programs

Excerpt from the Policies and Rules of the Commission

A Vocational English-as-a-Second-Language (ESL) Program is a stand-alone program that is limited to persons already possessing occupational competencies who would be employable if they could demonstrate adequate English language skills. The program consists solely of English as a second language and must meet the following requirements:

- a. The program must meet the objectives and criteria required of all COE-approved educational programs.
- b. The institution must admit only students who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.
- c. The institution must demonstrate that students enrolled in the ESL program possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.
- d. The institution accepts the responsibility for placement assistance upon graduation in compliance with COE placement requirements.