

PERIODIC REVIEW FOR SECONDARY TECHNICAL SCHOOLS AND SECONDARY APPLIED TECHNOLOGY CENTERS

A responsible accrediting program necessarily includes a periodic review of accredited institutions, both for their benefit and to assure fulfillment of the Commission's accountability function. Such review should be geared primarily to institutional circumstances and the sophistication of continuing self-study at a given institution. The normal intervals for review shall be at the discretion of the Commission, but reviews will occur at least at the two and five-year intervals following a full accreditation review and ten years thereafter. At the two-year point, institutions must submit a Two-Year Progress Report. A focused visit is mandated for all institutions five years following its most recent decennial visit. Every accredited institution is required to submit to the Commission an Annual Report.

When an institution undergoes substantive changes as defined by the Commission, or if its educational effectiveness is questioned at any time, appropriate action will be taken. The Association reserves the right to review an institution at any time that circumstances require.

EXPOSITION OF SELF-STUDY PRINCIPLES

It is the intent of the Commission to extend and intensify the value of the self-study as an instrument for promoting institutional improvement and educational effectiveness. Ideally, institutional self-study should be an integral and ongoing activity at every school, only indirectly related to calendars and accreditation, but strongly emphasizing the natural relationship between the self-study, educational planning and the institution's commitment to continuous self-improvement.

The more that self-study and evaluation are seen as directly related to school viability, quality, and improvement, the more productive the self-study and evaluation process will be. At its best, the periodic review of accredited schools provides a creative means of assisting schools in assessing educational objectives and maximizing success in fulfilling institutional goals.

In order to facilitate these principles, the Commission will consult with accredited institutions with respect to the kind of institutional reports which may be submitted in connection with the evaluation process, as well as to determine the nature and timing of evaluation visits.

The Commission on Technical and Career Institutions mandates as a matter of policy that all of its accredited institutions must undergo a focused visit no later than five years following a decennial or initial accreditation visit. The institution bears the responsibility for preparing a focused visit report to be distributed to the Commission office and to the visiting committee. (See Commission document, Focused Visit Guide for Superintendent/Principal/Director and Staff.) The purpose of the focused visit report and the ensuing visit is to inform the Commission of significant developments and progress made by the institution since its most recent decennial on-site visit. The focused visit report should be responsive to any letters of notification sent to the school subsequent to its decennial review.