Accreditation of Colleges of Osteopathic Medicine:

Evidentiary Submission for Addressing the COCA Continuing Accreditation Standards

Effective July 1, 2017

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Submission 1.1: Program Mission

1. *Provide copies of program mission / vision (optional) / goals or objectives (optional) and a public link to where the documents are published.*

2. *If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution's mission statement. The documents should show last updated date (or effective date) and revision history.*

3. *Provide documentation of the revision process, participants, and meeting minutes documenting the most recent governing board approval of the COM's mission.*

Submission 1.2: Strategic Plan

1. *Provide a copy of the COM strategic plan.*
2. *Provide the list of individuals who participated in the plan creation.*
3. *Provide a link to where the documents are published.*

Submission 1.3: Licensing and Regional / Institutional Accreditation

1. *Provide a copy of the charter, license, or letter of approval from all agencies issuing such approvals.*

2. *Provide a public link to where the most recent institutional accreditation documents are published.*

Submission 1.4: Governance and Program Policies

1. *Provide the bylaws of the governing body and a list of members of the body.*

2. *Provide a copy of the policies for:*
   - *a. Conflict of Interest for board members, employees, and institutionally employed faculty.*
   - *b. Due process for all employees, students, faculty, and credentialed instructional staff.*
   - *c. Confidentiality of employment, student, and medical records.*
   - *d. Fiscal management and accountability.*
   - *e. Ethics, incorporating the AOA Code of Ethics.*

Submission 1.5a: Non-Discrimination

1. *Provide a copy of the non-discrimination policy.*

2. *Provide a public link to where the document is published.*

Submission 1.5b: Non-Discrimination for Faith Based Institutions

1. *Provide the faith-based mission for the COM.*

2. *Provide a copy of the non-discrimination policy and procedures for the selection of students, faculty, and staff.*

3. *Provide a public link to where the document is published.*

Submission 1.6: Degree-Granting Body

1. *Provide a copy of the bylaws or governing documents that demonstrate the conferral of degree.*

2. *Provide a copy of the COM policy demonstrating that the faculty senate (or approved body) must recommend candidates for graduation.*

3. *Provide minutes from the Faculty Association meeting where this occurred for the most recent graduates.*

Submission 1.7: Clinical Education Affiliation Agreements

1. *Provide a copy of the COM approved affiliation agreement*

Submission 2.1: Dean Qualifications

1. *Provide the current job description for the Dean.*

2. *Provide a full CV for the Dean.*

3. *Provide a copy of the Dean's diploma from a COCA accredited college of osteopathic medicine.*

4. *Provide a copy of the Dean's medical license.*

5. *Provide a copy of the Dean's board certification documents.*

Submission 2.2: Full Time Dean

1. *Provide the employment contract (compensation redacted) demonstrating that the Dean is employed full time.*

Submission 2.3: Academic and Administrative Leadership

1. *Provide an organization chart that shows the leadership positions and reporting relationships.*

2. *Provide the current job description for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).*

3. *Provide a full CV for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).*

Submission 2.4: Accreditation Standard Complaint Policies and Procedures

1. *Provide documentation of policies and procedures regarding accreditation standard complaints and their adjudication.*

2. *Provide sample records of accreditation standard complaints that have been received, adjudicated, and resolved.*

3. *Provide a public link to where the accreditation standard complaint policies and procedures are published.*

Submission 3.1: Financial Resources

1. *Provide the operational budget (income, revenue sources, and expenses) for the COM including at least 3 years of data.*

Submission 3.2: Financial Planning and Budgeting

1. *Provide a copy of the flowchart demonstrating the budget development process.*
2. *Provide information as to all persons with budgetary management and oversight.*
3. *Demonstrate in the flowchart where final budget approval occurs.*

Submission 3.3: Budgetary Authority

1. *Provide the current job description demonstrating that the Dean possesses budgetary authority for the COM.*
2. *Provide the employment contract (compensation redacted) demonstrating that the Dean possesses budgetary authority for the COM.*

Submission 3.4: Financial Audit

1. *Provide the annual audited financial statement and audit report for the COM or its parent institution for the latest complete fiscal year.*

Submission 4.1: Facilities

1. *Provide the floorplan diagrams of all buildings used by the COM on all campuses utilized by the COM.*

2. *Complete and submit Tables 4.1a and 4.1b to describe the facilities. (Tables are located within the electronic accreditation system)*

Submission 4.2: Security and Public Safety

1. *Provide a copy of all security and safety related policies and procedures.*

2. *Provide a link to where the policies are published.*

3. *As per 34 CFR 668.46, provide a copy of your most recent Clery Act Report.*

Submission 4.3: Information Technology

1. *Provide the information technology strategic plan.*

2. *Provide the most recent technology assessment report.*

Submission 4.4: Learning Resources

1. *Complete and submit Table 4.4 to describe the learning resources. (Tables are located within the electronic accreditation system)*

Submission 5.1: Professionalism

1. *Provide a copy of all professionalism policies. The professionalism policies should extend to items including, but not limited to, patient safety, cultural competence, and interprofessional collaborative practice.*

2. *Provide a link to where the documents are published.*

3. *Provide a copy of the membership of any professionalism committee and a copy of the charge or purpose of the committee.*

Submission 5.2: Diversity

1. *Provide a copy of the policies addressing diversity for students, faculty, senior administrative staff, and other relevant members of the academic community*

2. *Provide a public link to where the documents are published.*

Submission 5.3: Safety, Health, and Wellness

1. *Provide the policies and procedures addressing safety and health issues.*

2. *Provide a link to where the documents are published.*

3. *Demonstrate how this information is provided to students.*

Submission 5.4: Patient Care Supervision

1. *Provide the policies addressing student supervision during the provision of patient care.*

2. *Provide a link to where the documents are published.*

3. *Demonstrate how this information is provided to students.*

Submission 6.1: Curriculum Design and Management

1. *Provide the charge and responsibility of the curriculum committee.*

2. *Provide a list of the members of the curriculum committee and their titles.*

3. *Submit a calendar of meeting dates for the past year.*

Submission 6.2: Programmatic Level Educational Objectives

1. *Publish the programmatic level educational objectives and a description of all courses within the educational program on the website and/or in the catalog.*

2. *Provide a public link to where the document is published.*

Submission 6.3: Maximum Length of Completion

1. *Provide the policy that describes that single degree DO students must complete their education within 150% of the standard time (six years following matriculation)*

2. *Provide the public link to where the document is published.*

Submission 6.4: Osteopathic Core Competencies

1. *Complete and submit Table 6. (Tables are located within the electronic accreditation system)*

Submission 6.5: Scientific Method

1. *Complete and submit Table 6. (Tables are located within the electronic accreditation system)*

Submission 6.6: Principles of Osteopathic Medicine

1. *Complete and submit Table 6. (Tables are located within the electronic accreditation system)*

Submission 6.7: Self-Directed Learning

1. *Complete and submit Table 6. (Tables are located within the electronic accreditation system)*

Submission 6.8: Interprofessional Education for Collaborative Practice

1. *Complete and submit Table 6. (Tables are located within the electronic accreditation system)*

Submission 6.9: Clinical Education

1. *Provide a sample syllabus for a required clinical rotation.*

2. *Provide policies and procedures (protocols) demonstrating how students will obtain all clinical education through the COM.*

3. *Complete and submit Table 6.9 demonstrating adequacy of core clinical rotation capacity.*

Submission 6.10: Clinical Experience

1. *Complete and submit Table 6.9*

Submission 6.11: Comparability across Clinical Education Sites

1. *Provide the policies and procedures describing how student outcomes at clinical educational sites are reviewed and utilized in the determination of the comparability of outcome of the clinical experiences.*

2. *Provide the most recent report assessing student outcomes across sites.*

Submission 6.12: COMLEX-USA

1. *Provide all COMLEX-USA related school policies and procedures.*

2. *Provide a public link to the location where the last four years of COMLEX-USA Level 1, Level 2 CE, Level 2 PE, and Level 3 first time pass rates is published.*

Submission 7.1: Faculty and Staff Resources and Qualifications

1. *Complete and submit Tables 7a and 7b. (Tables are located within the electronic accreditation system)*

Submission 7.2: Faculty Approvals at All Teaching Sites

1. *Provide a copy of the policies and procedures for credentialing and/or approval of all COM faculty.*

Submission 7.3: Department Chair Qualifications

1. *Provide the organizational chart demonstrating the reporting hierarchy for each department.*

2. *Provide the current job description and complete CV for each Department Chair or its equivalent.*

3. *Provide a complete CV for each Department Chair or its equivalent.*

4. *For each clinical department chair, provide a copy of the Chair's medical license.*

5. *For each clinical department chair, provide a copy of the Chair's board certification documents.*

Submission 7.4: Primary Care Leadership

1. *Provide a copy of the job description for the Chair of Primary Care (or equivalent).*

2. *Provide a complete CV for the Chair of Primary Care (or equivalent).*

3. *Provide a copy of the Chair's medical license.*

4. *Provide a copy of the Chair's board certification documents.*

Submission 7.5: OMM/OPP Leadership

1. *Provide a copy of the job description for the Chair of OMM/OPP (or equivalent).*

2. *Provide a complete CV for the Chair of OMM/OPP (or equivalent).*

3. *Provide a copy of the Chair's medical license.*

4. *Provide a copy of the Chair's board certification documents.*

Submission 7.6: Faculty Development

1. *Submit an annual faculty development needs assessment.*

2. *Provide a roster of all faculty development activities for the past year, including documentation of the faculty participation at each activity.*

Submission 7.7: Faculty Association

1. *Provide a copy of the bylaws for the faculty organization.*

2. *Submit a calendar of meeting dates for the past year.*

Submission 7.8: Faculty Appointment and Advancement

1. *Provide the policies and procedures for faculty appointment and advancement.*

2. *Provide a link to where the documents are published.*

Submission 8.1: Research and Scholarly Activity

1. *Provide a copy of the research and scholarly activity plan.*

2. *Provide a public link to where the research and scholarly activity plan may be accessed.*

3. *Complete and submit Table 8 to identify the activity of the COM's faculty (and staff, if applicable) over the past year. (Tables are located within the electronic accreditation system)*

Submission 8.2: Student Participation

1. *Provide a copy of all student research and scholarly activity policies.*

2. *Provide a link to where the policies are published.*

3. *Complete and submit Table 8 to document student research and scholarly activity. (Tables are located within the electronic accreditation system)*

Submission 9.1: Admissions Policy

1. *Provide all admission requirements and policies and procedures for osteopathic medical student selection and enrollment.*

2. *Provide a public link to where the documents are published.*

Submission 9.2: Academic Standards

1. *Provide copies of policies and procedures on academic standards.*

2. *Provide a public link to where the documents are published.*

Submission 9.3: Transfer Policies

1. *Pursuant to 34 CFR part 688.43(a) (11), provide all transfer policies and procedures.*

2. *Provide a public link to where the documents are published.*

Submission 9.4: Secure Student Recordkeeping

1. *Provide the policies and procedures on student recordkeeping.*

2. *Provide the policies and procedures for training of faculty and staff pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR part 99).*

Submission 9.5: Academic Counseling

1. *Describe the process for academic counseling provided to students.*

4. *Complete Table 9.5. (Tables are located within the electronic accreditation system)*

Submission 9.6: Career Counseling

1. *Describe the process for career counseling, including GME Readiness, provided to students.*

5. *Complete Table 9.6. (Tables are located within the electronic accreditation system)*

Submission 9.7: Financial Aid and Debt Management Counseling

1. *Provide a list of financial aid and debt counseling sessions offered to students.*

2. *Provide an attendance list documenting that each student who received financial aid under Title IV of the Higher Edu cation Act participated in a minimum of two counseling sessions while enrolled in the COM.*

Submission 9.8: Mental Health Services

1. *Provide the policies and procedures for students seeking counseling and mental health services.*

2. *Provide a link to where the documents are published.*

3. *Provide a list of the mental health services available to students and service locations and hours.*

Submission 9.9: Physical Health Services

1. *Provide the policies and procedures for students seeking diagnostic, preventive and therapeutic health services.*

2. *Provide a link to where the documents are published.*

3. *Provide a list of the health service locations where students may seek care.*

Submission 9.10: Non-Academic Health Professionals

1. *Provide the policies and procedures on recusal from student assessment and promotion for health professionals providing services to students.*

Submission 9.11: Health Insurance

1. *Provide the policies and procedures regarding health insurance for students.*

2. *Provide a link to where the documents are published.*

Submission 10.1: Osteopathic Educational Continuum

1. *Complete and submit Table 10.1. (Tables are located within the electronic accreditation system)*

2. *Submit the COM's policy (policies) and describe the COM's structure and procedures to support the continuum of osteopathic education.*

Submission 10.2: ACGME Accredited GME

1. *Complete and submit Table 10.2. (Tables are located within the electronic accreditation system)*

2. *Submit the COM's policy (policies) and description of its mechanism to assist GME programs.*

Submission 10.3: Osteopathic Recognition GME

1. *Complete and submit Table 10.2. (Tables are located within the electronic accreditation system)*

2. *Submit the COM's policy (policies) and description of its mechanism to assist GME programs.*

Submission 11.1: Program Assessment

1. *Submit a copy of the COM's assessment plan.*

Submission 11.2: Student Evaluation of Instruction

1. *Describe the processes for obtaining student evaluation of classroom and clinical instruction.*

2. *Provide a copy of the evaluation forms used by the students for these purposes.*

3. *Provide a flowchart demonstrating how the evaluation data are utilized in curricular improvement.*

Submission 11.3: Student Debt Outcomes

1. *Provide the current average debt for the last four years of students.*

2. *Provide a public link to where the information is published.*

3. *Provide the default rates on funds provided under Title IV of the Higher Education Act of 1965 (HEA) from the COM students for the last four available years.*

Submission 11.4: Student Survey

1. *Describe the methods the COM used to support the completion of the COCA Student Accreditation Survey.*

Submission 11.5: Program and Student Outcomes-Annual Data and Mid-Cycle Update Reports

1. *Complete and submit the Annual COCA Data and Mid-Cycle Update Report by the established deadlines.*

Submission 12.1: Incorporation of the Institution

1. *Provide the annual registration documents for ongoing incorporation for the COM.*

2. *Provide a copy of the bylaws of the governing body.*

3. *Provide a list of members of the governing body and their titles.*

Submission 12.2: Degree and Other Educational Offerings

1. *Provide a list of all degrees and educational programs (certificates and courses) offered by the COM.*

2. *Provide a copy of all charters, licenses, or letters of approval from any educational or business agencies that grant authority to the COM.*

Submission 12.3: Chief Executive Officer

1. *Provide the current job description for the Chief Executive Officer.*

2. *Provide a full CV for the Chief Executive Officer.*

Submission 12.4: Chief Financial Officer

1. *Provide the current job description for the Chief Financial Officer.*

2. *Provide a full CV for the Chief Financial Officer.*

Submission 12.5: Title IV Responsibility

1. *Provide a copy of the most recent filing of the annual audit pursuant to the Single Audit Act Amendments of 1996, OMB Circular A-133.*

2. *Provide the date of the most recent program review conducted pursuant to Title IV of the HEA and the final action letter from that review.*

Submission 12.6: Course Credit Hours

1. *Provide a copy of the credit hour assignment policy.*

2. *Provide a public link to where the document is published.*