ODCTE Accreditation Advisory Committee, 6.5.24

Jessica Ventris, Director of Academic Affairs
Joey Vanek, Accreditation Manager
Andra Beyer, Accreditation Coordinator
Sandra McKnight, Financial Aid Specialist
Alan Nahs, Civil Rights Coordinator

Meeting conducted via Zoom and was not recorded.

Attending: Jessica Ventris, Joey Vanek, Andra Beyer, Sandra McKnight, Alan Nahs, Julie McCormick, Travis Graham, Rebecca Eastham, Sarah Weeks, Karen Talbott, Gary Shenold, Holly Hanan, Letha Bauter, Steve Robison, Donna Barton, Tina Harjo, Dennis Griffith, Erik Hedges, Margi Cooper, Alex Schmidt, Angela Brownfield, Justin Lockwood, Cori Gray, Jill Lazenby, Julie Childers, Shelly Mounce, Ashley Rink, Romel Muex-Pullen, Katlyn Hudgins, Carrie Miller, and Kerry Eades.

Joey Vanek, Accreditation Manager, opened the meeting by thanking everyone for attending and serving on the Accreditation Advisory Committee.

Andra Beyer, Accreditation Coordinator took roll. Each committee member introduced themselves since there were new committee members.

NACIQI Update - Jessica Ventris, Director of Academic Affairs
- Not many changes with Accreditation; if there are any, we will hold an in-person meeting to discuss and vote.
- NACIQI (National Advisory Committee on Institutional Quality and Integrity) update: ODCTE went through a 2-year accrediting process by the feds (NACIQI). They went to Autry to observe, attended a board meeting, and exchanged many emails and documents. They made their recommendation and voted unanimously in favor—no questions were asked by the committee to Director Haken, Dr. Lockwood, or Jessica.
- Director Haken received the letter from the US Department of Education, confirming we are fully accredited for 4 years. This is the first time with our new process that we were not on probation, and we can fully accredit schools. This is a HUGE accomplishment. With that, there might be changes in the guidelines this coming year.

2024-2025 Schedule - Joey Vanek, Accreditation Manager
- **Meridian Technology Center**
  - Sept. 4 - Virtual Examiner Training
  - Sept. 9 - Virtual Examiner Prep Day
  - Sept. 10-12 - Hybrid Visit (Sept. 10, Virtual Interviews; Sept. 11-12, Onsite)
- **Southern Oklahoma Technology Center**
  - Sept. 18 - Virtual Examiner Training
  - Sept. 23 - Virtual Examiner Prep Day
  - Sept. 24-26 - Hybrid Visit (Sept. 24, Virtual Interviews; Sept. 25-26, Onsite)
- **Green Country Technology Center**
  - Oct. 2 - Virtual Examiner Training
  - Oct. 7 - Virtual Examiner Prep Day
  - Oct. 8-10 - Hybrid Visit (Oct. 8, Virtual Interviews; Oct. 9-10, Onsite)
- **Northwest Technology Center**
  - Oct. 15 - Virtual Examiner Training
  - Oct. 21 - Virtual Examiner Prep Day

- o Oct. 22-24 - Hybrid Visit (Oct. 22, Virtual Interviews; Oct. 23-24, Onsite)
- **Central Technology Center**
  - o Oct. 16 - Virtual Examiner Training
  - o Oct. 28 - Virtual Examiner Prep Day
  - o Oct. 29-31 - Hybrid Visit (Oct. 29, Virtual Interviews; Oct. 30-31, Onsite)
- **Wes Watkins Technology Center**
  - o Oct. 17 - Virtual Examiner Training
  - o Nov. 4 - Virtual Examiner Prep Day
  - o Nov. 5-7 - Hybrid Visit (Nov. 5, Virtual Interviews; Nov. 6-7, Onsite)
- **Indian Capital Technology Center**
  - o Nov. 13 - Virtual Examiner Training
  - o Nov. 18 - Virtual Examiner Prep Day
  - o Nov. 19-21 - Hybrid Visit (Nov. 19, Virtual Interviews; Nov. 20-21, Onsite)
- **Tri County Technology Center**
  - o Dec. 4 - Virtual Examiner Training
  - o Dec. 9 - Virtual Examiner Prep Day
  - o Dec. 10-12 - Hybrid Visit (Dec. 10, Virtual Interviews; Dec. 11-12, Onsite)

2025-2026 Schedule - Joey Vanek, Accreditation Manager
- **Chisholm Trail**
  - o Sept. 3 - Examiner Training
  - o Sept. 8 - Prep Day
  - o Sept. 9 - Virtual Interviews
  - o Sept. 10-11 - Onsite
- **Moore Norman**
  - o Sept. 17 - Examiner Training
  - o Sept. 22 - Prep Day
  - o Sept. 23 - Virtual Interviews
  - o Sept. 24-25 - Onsite
- **High Plains**
  - o Oct. 1 - Examiner Training
  - o Oct. 6 - Prep Day
  - o Oct. 7 - Virtual Interviews
  - o Oct. 8-9 - Onsite
- **Metro**
  - o Oct. 14 - Examiner Training
  - o Oct. 20 - Prep Day
  - o Oct. 21 - Virtual Interviews
  - o Oct. 22-23 (or 24) - Onsite
- **Pioneer**
  - o Oct. 14 - Examiner Training
  - o Oct. 27 - Prep Day
  - o Oct. 28 - Virtual Interview
  - o Oct. 29-30 - Onsite
- **EOC**
  - o Nov. 5 - Examiner Training
  - o Nov. 10 - Prep Day
  - o Nov. 12 - Virtual Interviews

- o Nov. 13-14 - Onsite
- **Red River**
  - o Nov. 5 - Examiner Training
  - o Nov. 17 - Prep Day
  - o Nov. 18 - Virtual Interviews
  - o Nov. 19-20 - Onsite
- **Southwest**
  - o Dec. 3 - Examiner Training
  - o Dec. 8 - Prep Day
  - o Dec. 9 - Virtual Interviews
  - o Dec. 10-11 – Onsite

Civil Rights & Safety Updates – Alan Nahs, Civil Rights Coordinator
- Finished 8 pre-visits, all went well with good training and information provided.
- 2024 Title IX regulations have been released, effective August 1st.
- On June 26th, Brandon Kerry with OSBA will provide training to all technology centers and ODCTE staff. Forty people have signed up so far. Anyone interested can email Alan at Alan.Nahs@careertech.ok.gov.
- Pre-visits are done before visits in the fall to allow schools time to fix/correct things before the visit.
- Shelly Mounce asked if the pre-visits are random picks and how often they occur. Alan said every 10 years.
- Alan stated that any school in Oklahoma that receives federal funding for a CareerTech program must be current.
- Currently, there are 29 technology centers, 17 colleges/universities, and about 440 K-12 schools that Alan visits on a rotating basis.

Financial Aid Update/Distance Education – Sandra, Financial Aid Specialist
- Conducted pre-visits this year like Alan to reduce corrective actions.
- Federal changes: More extensive changes to improve FAFSA. Although the rollout has not been smooth, it will improve.
- Rule changes.
- New Distance Education program additions for 2024: : Electrical Lineman, Northeast Tech, Pryor.
- There are 30 approved Distance Education programs, with 15 asynchronous and 15 synchronous.

Accreditation vs. Financial Aid – Jessica Ventris, Director of Academic Affairs
- Even if a school does not accept financial aid, it must still go through the accrediting process and follow state guidelines to exist as a tech center.
- Jill Lazenby asked if we will ever move away from clock hours. Jessica Ventris said no, as we want to remain a clock hour system to maintain our uniqueness and avoid being swept up under the regents.
- Cori Gray stated that switching to a traditional letter grade system would make us less unique.

Group Discussion – Joey Vanek, Accreditation Manager
- **Technology Center Training Materials:** How to improve the training that technology centers undergo before accreditation.
  - o Joey showed the training PowerPoints in ctYOU.
    - ▪ Alex Schmidt suggested using videos. He liked that it's in an LMS and broken up into standards.
    - ▪ Shelly Mounce asked if there is an FAQ.
    - ▪ Jill Lazenby mentioned the benefits of writing applications with peers but finds the current process good and prefers online training as an examiner.

- Sarah Weeks suggested compiling information from Technology Centers on how they prepared their applications, showing what worked and what didn't, and using videos to demonstrate file structure for data organization.
- Rebecca Eastham suggested scheduling a Q&A/FAQ session for everyone to join and discuss. Jessica Ventris mentioned that they conduct two online sessions with the schools and two with the examiner teams.
- Travis Graham appreciated the organization and layout of other applications when preparing Pontotoc's application.
- Tina Harjo mentioned that sometimes information is only sent to one contact at the technology center and not distributed timely to the accreditation team. She suggested having each school select a team and send information to all team members.

- **Hybrid Visits:**
  - Jessica Ventris said that during COVID, the process went entirely virtual. The accreditation team realized that much of it worked well, leading to changes that have mostly stayed in place.
  - All training is now virtual, including online examiner training, team lead training, and prep day. Group interviews are also online, with two days onsite.
  - Rebecca Eastham asked about BIS participation on virtual days. Holly Hanan noted that stakeholders participated via phone for interviews and provided good feedback.
  - Jill Lazenby is a huge fan of the hybrid model from both the Technology Center and examiner perspectives, finding it easier to stay engaged. She suggested avoiding having a group of people in one room for a Zoom meeting.
  - Shelly Mounce mentioned that a trial run with BIS clients helped them feel more comfortable and worked out any kinks beforehand. Jill Lazenby agreed that this should be considered a 'best practice.'

- **Database for Strength and OFI's – Andra Beyer, Accreditation Coordinator**
  - Andra went through ctYOU with advisory members to demonstrate and refresh how examiners input strengths and opportunities for improvement (OFI).
  - Accreditation staff shared concerns about whether this process is streamlined enough for both examiners and accreditation staff.
  - Advisory members mentioned they found it difficult to identify duplicates and that it was not easy to see if someone had already commented on a specific strength or OFI.
  - Julie Childers recommended using the Command + F feature. Andra and other committee members were unsure if that would search all of the pages or just the one they were on in ctYOU.
  - Alex Schmidt suggested looking into how AI could help sort through the information.
  - Holly Hanan recommended having teams take 30 minutes at the end of the day to debrief and review their findings before leaving, using this as an exit ticket for teams. She also suggested doing another brief review in the morning, as she found this helpful in previous years.

Advisory Committee – Joey Vanek, Accreditation Manager
- If anyone has any improvement ideas or feedback for the committee – please share.
  - Shelly Mounce asked if we could share the minutes.

Joey thanked everyone for attending the meeting and let them know he would send out the minutes. He asked the committee to send him feedback anytime throughout the year.