Accreditation of Colleges of Osteopathic Medicine:

Evidentiary Submission for Addressing the COCA Continuing Accreditation Standards

Effective July 1, 2017
Evidentiary Submission for Addressing the COCA Continuing Accreditation Standards

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 Education 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.