

Technology Center Accreditation Self-Assessment Application Content and Format Guidelines

Self-assessment applications are submitted to the Accreditation Coordinator in PDF format.

Content

In the application, include information on all of your institution's campuses. Do not add links to website. Examiners will only read and discuss the application prior to the onsite visit.

The application needs to contain the items listed in the order given below:

Title Page. Give the name of your institution. You may also include the address and logo, illustrations, the date, and/or a statement indicating this is a self-assessment application for ODCTE Accreditation. Do not include additional information, text, or links to websites.

Divider Pages. Divider pages may be used to separate the sections listed below. On each, include only the section title. Please do not include page numbers, additional text, or illustrations.

- Table of Contents*
- Glossary of Terms and Abbreviations*
- Organizational Chart(s)*
- Listing of Instruction, Training, and Service Offerings*
- Technology Center Overview
- Responses Addressing All Quality Standards

If you wish, you may also use divider pages to separate response to the seven quality standards.

* These items do not count against page number limits.

Table of Contents. Indicate the page number for the following:

- Glossary of Terms and Abbreviations
- Organizational Chart(s)
- Listing of Instruction, Training, and Service Offerings
- Technology Center Overview
- Leadership and Administration
- Instruction and Training
- Support Services
- Measurement and Analysis
- Personnel
- Operations
- System Impact

You do not need to indicate the page numbers for tables and figures.

Glossary of Terms and Abbreviations. In the glossary, include only terms and abbreviations used in the application, with very brief definitions. Do not include descriptions or processes, tools, methods, or techniques in the glossary.

An acceptable example of a glossary entry is:

SPP: strategic planning process

The following example is not acceptable because it includes a description:

SPP: strategic planning process, which has nine steps – a review of key documents, such as the research contract with SDE; a two-day retreat; a review of funding and mandates; a review of current organizational performance; a review of an environmental scan; appreciative inquiry; brainstorming; allocation of resources; and creation of action plans.

Organizational Chart(s). Please specify with names, not just titles. If you already have this done without it, add a second page with names matched up with titles. This is for examiner conflict of interest – examiners cannot be related to anyone who works in the organization, etc., and will use this to check.

Listing of Instruction, Training, and Service Offerings. This section is a chart that includes all of the instruction and training offerings (full-time programs, short-term or customized training, adult and career development courses, etc.) and service offerings (guidance and counseling, marketing and communications, business operations, consulting services, etc.) during the immediate past fiscal year. (See Technology Center Overview Question a(1) on page 20.)

Technology Center Overview. This section outlines your educational institution and states key factors that influence its operations and future direction. Examiners use this vital part of the application throughout their review.

Responses Addressing All Quality Standards. In this section, respond to all questions and met/not met statements in each of the item category within the Accreditation Guidelines booklet.

Label the questions to address as in the Accreditation Guidelines booklet (i.e. 2.1a). You may group responses for multiple areas (i.e. 2.1a, b). If a question does not pertain to your technology center, explain why in one or two sentences.

Discussion or results and results themselves should be close together in the application. Trends that show a significant beneficial or adverse change should be explained. Use figure numbers that correspond to items. For example, the third figure in the personnel results item category would be Figure 5.3-3.

Format

Page Limits

The limits given below include all illustrations, figures, tables, and appendixes. Diver pages, table of contents, glossary of terms and abbreviations, organizational chart(s), and the listing of instruction, training, and service offerings do not count toward the limits. However, if these pages contain additional material, such as process descriptions, quotations, figures, tables, or illustrations, they will could toward the total page allotment.

Section	Page Limit
Technology Center Overview	5
Responses Addressing All Quality Standards	75

Page and Text Format

Element	Requirement
Paper Type	Standard, 8 ½ x 11 inch, white
Paper Orientation	
Text Pages	Portrait
Pages with graphs, figures, and data tables	Portrait or Landscape
Margins	
Left	¾ inch minimum
Right	½ inch minimum
Text Columns	
2	¼ inch between columns minimum
Numbering	
Other Pages Included	Roman Numerals or None
Technology Center Overview	1-5
Responses Addressing All Quality Standards	6-80
Font and Type Size	
<i>Please do not use narrow, compressed or condensed fonts or use spacing between lines.</i>	
Running Text	Times New Roman or Arial, 10 point minimum
Tables (primarily text)	Times New Roman or Arial, 8 point minimum
Other Graphics (charts, graphs, data tables, and other figures including titles and captions)	Any Font, 8 point minimum

Graphics

- See requirements above.
- Clearly label each figure using descriptive text. For example, the third figure in the personnel results item category would be “Figure 5.3-3 Workplace Health and Accessibility.”
- Clearly label all axes and units of measure.
- On graphs, please include a “good” arrow, noting the appropriate direction, to assist with examiner understanding.