

## COT Accreditation Process

- I. **Departmental Request** - A request will be submitted from the department chairperson to the Deans Office **two years in advance** of the proposed accreditation visit alerting the Dean of the department's desire to seek accreditation. The request must include the following:
  - a) Proof that assessment is up to date.
  - b) Evidence of a continuous improvement process and that has been active for the previous two years.
  - c) The last two years of the Industrial Advisory Board meeting minutes which document that curricular/assessment matters have been discussed.
  - d) Departmental meeting minutes from a departmental faculty meeting that shows 75% of the voting faculty members are in support of accreditation.
  - e) Departmental meeting minutes will document who will author the self-study and who will be the point of contact in the department.
  - f) A timeline showing proposed deadlines for the self-study, itineraries and key due dates with corrective action that will be taken by the department if any member of the team fails to perform their assigned function.
  - g) In addition to the above for initial accreditation the department will provide:
    - a. Three letters of support from industry professionals who work in the discipline that is seeking accreditation.
    - b. Documentation that shows that value added of accrediting the program.
- II. **Deans Decision** - After a careful examination of the materials the Dean will inform the chairperson in writing if the request will be supported.
  - a) If the Dean approves the request than a written request will be sent to Academic Affairs (AA) alerting them of the department's request and will include the documentation supplied above.
  - b) Once the response is received from AA the Dean will inform the department if AA will or will not support the initiative and any concerns they have.
- III. **Request for Evaluation (RFE)**

The department will supply clear evidence that all processes listed above are still in place and all deadlines listed have been met. After this has been affirmed the Dean will authorize the RFE to be sent.