Annual Operational Report

THE PENNSYLVANIA DEPARTMENT OF EDUCATION
BUREAU OF CAREER AND TECHNICAL EDUCATION

POST SECONDARY ACCREDITATION ANNUAL OPERATIONAL REPORT

The following is Annual Operational Report for Year 20____ - 20_____

All Annual Reports are due in the BCTE Office by **August 31st** for each year you are accredited.

Name of Institution: _____

Contact Person:
_____

Position:
_____

Mailing Address:
_____

City, State, Zip:
_____

Phone Number:
_____

Fax Number:
_____

E-Mail Address:
_____

Web Address:
_____

For the current Academic Year 20 ____ / 20____

Number of programs of 300 - 599 clock hours _____

Number of programs of 600 or more clock hours _____

Is the institution's adult education program(s) currently accredited with another agency?
____ Yes ____ No

If yes, with which accrediting agency _____

Revised 5/2011

When does your PSBVE or other agency accreditation expire? (month/year)_____

The information and data submitted herewith is correct and current to the best of my knowledge.

_____ _____
Signature/Chief Administrative Officer Date

_____
E-mail Address

_____ _____
Signature/Adult Education Coordinator Date

_____
E-Mail Address

Directions:

Return one hardcopy and one electronic version of this report and support items listed below by **August 31st** to:

State Accreditation Coordinator
BCTE
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333

In accordance with the requirements specified in the Accreditation Guidelines; the following items must be submitted with your Annual Operational Report:

A. Responses to the initial Accreditation Report.
B. Provide any changes to your Vision or Mission Statement for Post Secondary Education.
C. Supply most recent student enrollment data, including a minimum of 2 years of historical data, number of enrollees, completers, credentials earned, etc.
D. Supply most recent adult education budget, including a breakdown of all revenues and expenditures.
E. Give overall breakdown of students and their method of tuition:
    i. Pell Grants
    ii. Student Loans
    iii. TAA
    iv. OVR
    v. ITA
    vi. Self
    vii. Other
F. List areas of expansion in the Adult Education Program delivery.
G. Supply a copy (one per program) of Local Advisory Committee minutes.
H. Supply examples of Community Outreach and Marketing.
I. Provide any changes to the Articles of Agreement.
J. Provide one copy of JOC Board minutes where Adult Education is discussed.
K. Provide one (1) copy of the current adult education catalog.

L. List any significant institutional changes (including substantive changes) that have occurred in the following areas. If none has occurred, indicate by N/A.
    i. Administrative/Staff Personnel
    ii. Educational Programming
    iii. Physical Facilities – per program
    iv. Equipment – per program
    v. Policies/Procedures – per program
    vi. Instructional Delivery
    vii. Other:

M. Does the institution use the following for instructional purposes? If so please provide an example of each evaluation.
    1. Student evaluation of programs.
    2. Student evaluation of faculty.
    3. Industry evaluation of education programs.

N. Quality Assurance: Using information from the strategic plan, demonstrate that the institution is accomplishing its mission by providing some specific evidence (documentation) of any improvements during the past academic year that have been made in each of the standards as a result of assessment of programs and support units. Describe the various types of assessment measures and/or procedures that were used to identify areas of needed change. Include both direct measures, i.e. pass rates on licensing examinations or major fields tests and indirect measures.

O. Approved Programs
    i. Provide a list of programs which has been approved for your site. If you have more than one site, please list per site.

P. Financial Information
    i. Financial Summary for the last fiscal year
        A. Charges per student, per program for reporting year
            a. Tuition
            b. Fees
            c. Total
        B. Has your institution filed for Title IV Funds?
            a. Are you receiving Title IV Funds?
            b. Are you receiving other funds?
            c. FICE Number
        C. How much total tuition revenue was generated by using Title IV Funds?
        D. What is the school's credit hour policy?
        E. Show conversion of clock hours to credits
        F. How does the credits show on a diploma/transcript?

Q. Other factors affecting Adult Education Programs.