FREQUENTLY ASKED QUESTIONS
(Self-Study Reports)

Q: Do our programs need to develop individual policy and procedure manuals, or are the Standards referring to the college academic policies?

A: If the institution's academic policies do not provide adequate evidence of compliance with the specific Standard, then you will need to develop a program-specific policy and procedure.

Q: Can the electronic copies of the self-study be submitted via email?

A: No. You must send the self-studies in via USB (flash) drives. We do not accept submissions via email or by using CD or DVD.

Q: The self-study asks for our program evaluation plan as an attachment. Our program is evaluated by the college every 5 years and we evaluate our clinical sites, instructors, etc. each semester. Should I just put in a statement that says that or should I add my last program evaluation which was done in 2006?

A: You should include a narrative describing the types and frequency of evaluations you have, including the college evaluations of the program and your mechanisms for evaluating the clinical sites and preceptors. You do not need to include the actual evaluation documents; however be sure to have them available for the site visitors.

Q: How can I get a copy of a program's self-study?

A: The CoARC does not release program reports or correspondence. If you have an interest in a particular program's self-study, you are encouraged to contact the program director.

Q: We use clinical syllabi that contain all the competencies that the student must demonstrate and have signed off. Do these qualify as "published materials demonstrating communication of competencies" or should we reprint those competencies and placed them into our student handbook (Appendix L)?

A: Yes, it would qualify. If you are not doing so already, you should also have some type of procedure in place that the student signed off that they read and understand the policies.

Q: I need to know how many years of resource assessment matrix (s) should be included in the self-study, (Appendix C) and how many years of advisory meeting minutes should be included.

A: For the self-study, you can submit the most current year RAM and advisory committee minutes. In addition, you will need to have available, on-site, the past five years of the RAMs and minutes.

Q: I am trying to copy and paste our program handbooks to the CSSR and it won't allow me to do so. What or where do you want me to paste these handbooks on the report, or what suggestions do you have?

A: Just place them in the subfolder named Supplementary Documents and assign the next number(s) for the attachment(s). Wherever it states [OPTIONAL], you should provide the attachment number and title of the document, as well as, the specific page number(s) that the information can be located (see the specific instructions regarding attachments on the last page of the self-study or contact Bonnie Marrs at 817-283-2835 ext. 102)

Q: Would the letter of Position Appointment and Acceptance sent to CoARC when I took position of PD suffice?

A: Include the most recent appointment and acceptance letter you have.

Q: Sections B through F are left blank or open for statement. I am confused as to what exactly you are requesting- single answer, statement, paragraph, reference data, etc. I want to make sure all the information is included and done correctly.

A: Where it asks specifically for an 'attachment', you would place the attachment in the Supplementary Documents folder (e.g., attachment 1A) and reference that attachment on the table of contents. Where it asks for a 'brief description', you put in a brief narrative statement addressing the issue. Where it says, 'comments', you can if you opt, place additional remarks to qualify the attachments.

Q: Do just the PD, DCE, and MD complete the Faculty Evaluation Self-Study questionnaires and submit CVs?

A: All paid faculty (full- and part-time) and key personnel (including the MD/Co-MD) must complete the Faculty Evaluation Self-Study Questionnaire and submit the CoARC CV Outline Form.