



Commission on Accreditation for Respiratory Care

PROVISIONAL ACCREDITATION SELF-STUDY REVIEW REPORT (BASE DA PSSR)

Program Name: _____ Program #: _____

CoARC Executive Office Review Check List:

- ☐ Self-Study Report submitted in the correct format with supplementary document folder.
Comments: _____
- ☐ All information and sections were filled in correctly.
Comments: _____
- ☐ Responses are provided for each question.
Comments: _____
- ☐ Appendices include all requested documentation.
Comments: _____
- ☐ Administrative Reviews completed by Accreditation Specialist:
Date(s): ____/____/____ ____/____/____ ____/____/____
- ☐ Administrative Reviews completed by Chief Executive Officer:
Date(s): ____/____/____ ____/____/____ ____/____/____

Following Initial Review of the Self-Study by the Referee:

- ☐ Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).
- ☐ Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).
- ☐ Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).



Base DA PSSR Self-Study Review Report

FORM A

Form A to be completed by CoARC Executive Office Staff:

Program #: _____ Accreditation Status: Select Status as of ____/____/____

Name of Program: _____

Program Address: _____

City, State, Zip: _____

Program Website URL: _____

Program Director's Name: _____

PD's email: _____ PD's phone number: _____

Referee: _____

Instructions to the Program Referee

The review of this program is based on the *2023 Accreditation Standards for Degree Advancement Programs in Respiratory Care ("Standards")*. Please assess the report and accompanying documentation with respect to the degree to which they appear to meet the *Standards*.

Form B: Make sure each Standard is checked with either "Appears Met" or "Appears Not Met." For each Standard "Appears Not Met" be sure to include an appropriate rationale. If compliance cannot be determined at this time, check the appropriate box. Some boxes are pre-checked because some evidence is only available on-site. The Site Visit Team will follow-up.

Form C: Include general comments. Do not include any citations.

Form X1: Review comments from EO and address negative findings.

Form X2: Provide specific instructions to site visit evaluators as appropriate. Include negative findings from Faculty Evaluation SSR Questionnaires.

Form D: Ensure each citation includes a rationale (from Form B) and list the evidence required to achieve compliance with each Standard.



Base DA PSSR Summary Checklist

FORM B

Program Name: _____

Program #: _____

Instructions: Check the appropriate box indicating your judgment of the compliance with each of the Standards based on the review of the self-study. After the report is submitted to the Executive Office, the program will be allowed the opportunity to respond in writing. After reviewing the program's response, you may add, delete, or modify that which was contained in your original report.

Standard	Standard Description	Standard Appears Met	Standard Appears Not Met , including Rationale (i.e., describe the findings that support the judgment that the Standard appears Not Met . Be specific about which elements of a Standard appear Not Met .)	Compliance cannot be determined at this time
I	PROGRAM ADMINISTRATION AND SPONSORSHIP			
	Institutional Accreditation			
DA1.1	The sponsor is accredited and authorized to award the appropriate degree.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Consortium			
DA1.2	Responsibilities of consortium formally documented. <input type="checkbox"/> check if not applicable	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Sponsor Responsibilities			
DA1.3	Required gen ed/transfer credit/didact/lab/clinical.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA1.4	Curric planning/course selection/faculty growth.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA1.5	Program academic policies apply to all locations.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Substantive Changes			
DA1.6	Substantive Changes reported according to CoARC Policy 9.0			

II	INSTITUTIONAL AND PERSONNEL RESOURCES			
	Institutional Resources			
DA2.1	Sponsor ensures that resources will be sufficient to achieve program goals regardless of location.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Key Program Personnel			
DA2.2	Sponsor has appointed FT PD	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Program Director			
DA2.3	Responsibilities.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA2.4	Minimum degree qualifications.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA2.5	Minimum/valid credentials and experience.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA2.6	Regular/consistent contact w/fac & students.			
	Instructional Faculty			
DA2.7	Sufficient faculty to provide effective instruction.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Administrative Support Staff			
DA2.8	Sufficient administrative and clerical support.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Assessment of Program Resources			
DA2.9	Documented/assessed annually by using RAM.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

III	PROGRAM GOALS, OUTCOMES, AND ASSESSMENT			
	Statement of Program Goals			
DA3.1	Statements define minimum expectations.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA3.2	Program goals and ESLOs reviewed annually to ensure compatibility.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Advisory Committee			
DA3.3	Advisory committee composition & responsibilities.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Student Learning Outcomes			
DA3.4	Define ESLOs, establish measurements, and ensure student understanding of measurement systems.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Assessment of Program Goals			
DA3.5	Assess ESLOs; Establish rubrics; Make curricular adjustments annually.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA3.6	Assess program outcomes annually using surveys.			
	Student Evaluation			
DA3.7	Documented; Equitable; Frequency; Remediation. Distance education evals secure; integrity, fair.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Reporting Program Resources			
DA3.8	Outcomes meet CoARC assessment thresholds.			
DA3.9	CoARC Annual RCS reporting tool submitted.			
DA3.10	Action plan developed for sub-threshold outcomes.			

IV	CURRICULUM			
	Curriculum Consistent with Program Goals			
DA4.1	Content integrated to attain ESLOs and goal(s).		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Curriculum Review and Revision to Meet Goals			
DA4.2	Content reviewed annually and revised to ensure consistency with goal(s) and achieve competencies.		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Continued Professional Practice Competencies			
DA4.3	Practice-Specific Knowledge and Skills		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.4	Practice Related Knowledge		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.5	Professional Attributes		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.6	Interpersonal and Inter-professional Communication		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.7	Practice-based Research		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.8	Professional Leadership		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
DA4.9	Professional Specialty Roles: Practicum		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Length of Study			
DA4.10	Commensurate with degree awarded and sufficient to acquire expected competencies.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Equivalency			
DA4.11	Course content, learning experiences, and access to learning materials for all students/locations.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

V	FAIR PRACTICES AND RECORDKEEPING				
	Disclosure				
DA5.1	Published info accurately reflects program offered.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
DA5.2	Required info made known to applicants & students.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
	Public Information on Program Outcomes				
DA5.3	CoARC URL on program website/known to public.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
	Non-discriminatory Practice				
DA5.4	Program activities are non-discriminatory and lawful.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
DA5.5	Appeal procedures ensure fairness/due process.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
DA5.6	Faculty grievance procedure made known to faculty.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
DA5.7	Advanced placement policies documented.	<input type="checkbox"/> check if not applicable	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Academic Guidance				
DA5.8	Timely access to faculty for assistance/counseling.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>	
	Student and Program Records				
DA5.9	Student evaluation records maintained securely, confidentially, and in sufficient detail/5 years min.				
DA5.10	Program records maintained in sufficient detail/5 years min.		<input type="checkbox"/> Rationale:	<input type="checkbox"/>	



Additional Comments

FORM C

Program Name: _____

Program #: _____

Write Additional Comments, if any.

(Note: Programs are not required to respond to Additional Comments).

*Duplicate as Necessary



Confidential to Referee from EO

FORM X1

Program Name: _____

Program #: _____

EO: Please complete this form following a review of the program's self-study.

Were there negative findings from the respondents (Faculty Evaluation SSR Questionnaires) that the site visit team should address? No ☐ Yes ☐ *

***If Yes, list below with Standard reference.**

Standards (Reference)	Referees should pay particular attention to the following: (Note: Do NOT present this information to the program. For CoARC use ONLY).

Note to CoARC – remove Form X1 when preparing the report to be sent to the program.



Confidential to Site Visit Team

FORM X2

Program Name: _____

Program #: _____

Referee: Please complete this form after reviewing the program's final response to your report. This form will be transcribed to Form X of the site visit report for site visitors to respond to. Please refer to a Standard or Policy for each response.

Standards (Reference)	Site Visitors should pay particular attention to the following: (Note: Do NOT present this information to the program. For CoARC use ONLY).

Note to CoARC – remove Form X2 when preparing the report to be sent to the program.



CoARC Referee's Analysis of the Base DA PSSR

FORM D

Program Name: _____

Program #: _____

Dear Sponsor and Program Director,

I have reviewed the findings from your self-study report. Please review this entire report, particularly Forms B & D for apparent citations. Stated below are means by which the program must demonstrate compliance with the Standards cited.

CoARC has informed you of the opportunity and deadline to verify/challenge the accuracy of this report as well as the deadline by which you may submit new information indicating the manner in which the Standards listed below have been addressed.

If you have any questions, please feel free to contact me or the Chief Executive Officer.

Standard (from Form B)	Rationale for Citation	Documentation to Address Compliance with Standard

Duplicate as Necessary



CoARC Referee's Analysis of the Base DA PSSR

FORM D

Referee Signature Following Initial Review
(Signifying Approval of Document Release to the Program):

Date: ____/____/____

Note: Typing in the Referee's name represents an electronic signature of this document.

Referee Signature Following Review of Program's Response
(Signifying Approval of Document Release to the Program):

Date: ____/____/____

Note: Typing in the Referee's name represents an electronic signature of this document.

Referee Signature Following Review of Program's Additional Response (if applicable)
(Signifying Approval of Document Release to the Program):

Date: ____/____/____

Note: Typing in the Referee's name represents an electronic signature of this document.

Referee Signature authorizing release of the self-study and this document
to the site visit review team.

Referee Approval for the following type(s) of Site Visit Review: (Check all that may be appropriate)
In-Person ☐ Virtual ☐ Hybrid ☐ Review Off-Campus Labs ☐ Comments (if any): _____

Date: ____/____/____

Note: Typing in the Referee's name represents an electronic signature of this document.

Chief Executive Officer's Signature authorizing release of the self-study and this document
to the site visit review team.

CEO Approval for the following type(s) of Site Visit Review: (Check all that may be appropriate)
In-Person ☐ Virtual ☐ Hybrid ☐ Review Off-Campus Labs ☐ Comments (if any): _____

Date: ____/____/____

Note: Typing in the Chief Executive Officer's name represents an electronic signature of this document.