
COMMISSION ON OSTEOPATHIC COLLEGE ACCREDITATION

DOCUMENTATION SUBMISSION GUIDELINES

SELF-STUDY EVALUATIONS

Self-study is a systematic process of institutional and programmatic self-assessment and used, in part, in preparation for the COCA accreditation process. A successful self-study will provide valuable information that may be used for modification and improvement of the educational program of the COM. Prior to a provisional or a full on-site visit, each COM will complete and submit a self-study report. The self-study must be submitted to: Andrea Williams, MA; Director, Division of Predoctoral Education; American Osteopathic Association; 142 E. Ontario Street; Chicago, IL 60611. If you have any questions, please contact Andrea at 312-202-8096 or awilliams@osteopathic.org.

Submission Guidelines

<u>Please DO Submit:</u>	<u>Please DO NOT Submit:</u>
<ul style="list-style-type: none">● COMs should initiate the self-study process at least 12 months before the scheduled site visit. Completed self-study reports must be sent to the COCA at least 60 days prior to the scheduled date of a full and provisional on-site visits.	<ul style="list-style-type: none">● The COCA will not address notices or documentation that do not adhere to these timelines.
<ul style="list-style-type: none">● Documentation on a CD-ROM consisting of one Adobe PDF file which should be an exact duplicate of the hardcopy with bookmarks where the tabs appear in the hardcopy. Please include twelve (12) hardcopies.	<ul style="list-style-type: none">● CD-ROM with individual Word or Excel documents or individual/uncombined Adobe pdf documents.
<ul style="list-style-type: none">● A <u>suggested</u> guideline for submission is <i>50</i> single-sided pages of narrative, plus additional relevant attachments that fully, yet succinctly, address the goals of the Self-Study Evaluation process as outlined in pages 26-27 of the <i>Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures</i>. Use tabs to separate all sections throughout the Self-Study and the attachments.	<ul style="list-style-type: none">● Documentation that does not clearly demonstrate a thorough review of all points outlined in the guidelines of the aforementioned Standards. Documentation with information separated only by colored sheets of paper.
<ul style="list-style-type: none">● Evidence of faculty adequacy models or calculations.	<ul style="list-style-type: none">● Lists of faculty resumé and/or Curricula Vitae. The COCA is primarily interested in noting an adequate number of faculty to properly educate students at an institution, not their individual qualifications.

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<ul style="list-style-type: none"> ● Clear evidence of sufficient classroom/laboratory/library space; this can be done through a short narrative, or via pictures/PowerPoint/CD-ROM presentation, at the COM's discretion. 	
<ul style="list-style-type: none"> ● Clear evidence of sufficient number of Year 3 and 4 rotation slots, <u>consisting of the number of slots at each affiliated site for each core rotation in a tabular format.</u> Describe educational planning and noted progress in generating postdoctoral clinical training opportunities. Please also include breakdowns of rotation/postdoctoral training locations, as well as by discipline, in tabular format. 	<ul style="list-style-type: none"> ● Lists of rotation slots without specifying their locations and/or disciplines; lists or copies of affiliation agreements with postdoctoral training institutions.
<ul style="list-style-type: none"> ● Curriculum/curricula descriptions with corresponding educational goals and objectives 	<ul style="list-style-type: none"> ● Complete class objectives
<ul style="list-style-type: none"> ● List of core competencies and how they will be measured, including analyzed data. 	<ul style="list-style-type: none"> ● Raw, unanalyzed assessment data

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