

Guidelines for Reviewing Annual Reports

Name of Commissioner Reviewing Report:

- 1) Name of Program:
- 2) Name of College President and Dean (were either of these NEW?):
- 3) Fill in the chart:

OUTCOME	Statistic	EXTERNAL VERIFICATION
Graduation rate		
ABO pass rate		
NCLE pass rate		
State Board licensing pass rate		
Employment in field of opticianry/further college study		

- 4) Is the external verification valid, reasonable?
- 5) Compare their statistic with our minimum performance expectations:
 - Graduation rate - 55%
 - ABO pass rate - 85%
 - NCLE pass rate - 80%
 - Employment in the field of opticianry/further college study - 80%.
- 6) If any statistics fall below these minimum expectations, a plan of action must be submitted. Present statistics and plan, if required.
- 7) Visit the [website link](#) provided for where statistics are presented on their website.
 - A) Are there 3 years of statistics?
 - B) Are the statistics inclusive of start numbers, end numbers and then the %?
 See chart below for example:

Year	Took ABO	Passed ABO	%
2019	12	10	83%

Present findings here:

- 8) For those programs reporting on a specific standard from the previous year, **describe their progress here**. Please address whether the outcome(s) data under the action plan has improved, remained unchanged, or worsened.
- 9) Read through the report looking for changes. Discuss ALL changes (positive and potentially harmful), and discuss if they are something that might make the program Potentially Compliant or Non Compliant in any section. Examples:
- a. Change in institution accreditation
 - b. Change in curriculum/clinical experience;
 - c. Change in funding;
 - d. Change in faculty: must have credentials and what they teach;
 - e. Change in teaching technology
 - f. Change in facilities;
 - g. Change in student admissions/student services.
- 10) Note if there are minutes from 1 Advisory Committee meeting. There must be a student present. The meeting must have taken place between 2/15/19 – 2/14/20. The minutes must include:
- a. List of attendees and affiliations;
 - b. Annual review of Mission, Goals, Learning Objectives.
- 11) Discuss any innovations the program presented.
- 12) Was there any further information the program wanted to present: