

## Progress Report Procedures

Like many other accreditors, the COCA uses “Reviewers” from among its membership to review Progress Reports. The Reviewers’ findings are distributed to all members prior to the COCA meeting. If the Reviewers agree that all of the Requirements in a Progress Report are met, the Report is placed on a Consent Agenda for approval. When this occurs, the COM is notified in advance of the meeting that its Progress Report has been placed on the Consent Agenda for approval. As a result, the COM’s presence at the meeting is not required. However, it is required that the COM provide COCA staff with a phone number to reach the Dean or the Dean’s representative on the day of the meeting in case a question should arise regarding the Progress Report.

Testimony at the COCA meeting will only be scheduled for those COMs whose Progress Reports are found by Reviewers to have Requirements that are not met. The testimony begins with the COCA Reviewers presenting their findings, followed by a presentation from COM representatives. It is important for the COM to present sufficient context to the entire COCA, so that the COCA members who were not Reviewers have a good sense of either why the COM believes it has satisfied the Requirement(s), or its strategy in meeting them. This is typically done via documentation in a PowerPoint presentation and/or oral testimony.

