

**Accreditation of
Colleges of Osteopathic Medicine:
Glossary to the Accreditation Standards**

(Revised November 12, 2017)

Introduction

The Glossary should be used for information and guidance purposes only. The Glossary should not be used as a resource to interpret the Standards; only the Commission on Osteopathic College Accreditation may interpret the Standards according to the context presented. The document serves only to define terms.

GLOSSARY

AACOM – American Association of Colleges of Osteopathic Medicine

Academic Credentialing - Approval of faculty members either for on-campus or off campus, through a process of verification of education, licensure, insurance, and other requirements deemed necessary to meet COM policy.

Accreditation - The status of public recognition that an accrediting agency grants to an educational institution or program that meets the agency's standards and requirements. This process ensures that educational programs provided by institutions of higher education meet acceptable levels of quality, as follows:

1. Accreditation with Exceptional Outcome: This indicates that all standards are compliant and all elements are met. For schools with this status, accreditation will be granted for ten years.
2. Accreditation: This indicates that all standards are compliant. However, there may be unmet elements that must be addressed via progress reporting. For schools with this status, accreditation will be granted for seven years.
3. Accreditation with Heightened Monitoring: This indicates that fewer than three standards are non-compliant and ongoing monitoring will occur via progress reporting. For schools with this status, accreditation will be granted for four years.
4. Accreditation with Warning: This indicates that between three and five standards are non-compliant and ongoing monitoring will occur via progress reporting. For schools with this status, accreditation will be granted for two years.
5. Accreditation with Probation: This indicates that more than five standards are noncompliant. For schools with this status, the accreditation will be granted for no more than one year.
6. Withdrawal of Accreditation: This indicates that the quality of the educational program is compromised and the school was unable to come into compliance with all standards within the allotted timeframe

ACGME – Accreditation Council for Graduate Medical Education.

Additional Location – A location that is geographically apart from the main campus at which the institution offers at least 50 percent of an educational program. The Additional Location will not have separate administration, faculty, or budgetary independence. The additional location must have a common Chief Academic Officer, faculty, budget, and curriculum with the parent COM. Students may be admitted directly to the Additional Location as their primary place of enrollment (34 CFR §602.22).

Adverse Action –A decision by the COCA involving the status of probation, warning, denial, withdrawal, suspension, revocation of accreditation or pre-accreditation or any other negative effect on a COM's accreditation status. Upon the determination of the COCA, the decision is reported to the United States Department of Education, irrespective of the appeal status of a decision.

Adjunct Faculty – Faculty serving in a temporary or auxiliary capacity with limited duties and benefits.

Affiliated Clinical Site- A clinical site in an accredited healthcare facility or clinic, not owned or operated by a COM, which agrees to provide specific and limited clinical instruction to a COM's students.

Annual Report- A required report from each COM addressing programmatic outcomes.

Anticipated change in class size – A substantive change initiated by the COM and approved by its governing board.

AOA - American Osteopathic Association

Branch Campus – A branch campus is a location that is geographically apart from the COM and is:

1. Permanent in nature;
2. Offers courses in educational programs leading to a DO degree;
3. Has its own faculty and administrative or supervisory organization; and
4. Has its own budgetary and hiring authority.

The COCA may serve as the programmatic or institutional accreditor for COMs wishing to request a Branch Campus. (34 CFR §600.2).

CHEA – Council for Higher Education Accreditation

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)- Federal statute which requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

COCA – Commission on Osteopathic College Accreditation

COM (SOM) – College (or school) of osteopathic medicine offering instruction leading to the Doctor of Osteopathic Medicine (D.O.) degree.

CORE Element – An element considered fundamental to the meeting of the standard. COM will be found out of compliance with the standard if the COM fails to meet any core element within that standard.

Credit Hour – A credit hour is defined by the regulations of the U.S. Secretary of Education at 34 CFR 600.2 – Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Curriculum Changes – A substantive change in curriculum will be considered when a comprehensive change in the curriculum is occurring, which means a significant departure from the existing curriculum content or method of delivery. A substantive change is NOT merely a modification made as part of the routine curricular improvement process. A substantive change in curriculum may also be considered if there is a change from clock hours to credit hours or a substantial increase or decrease (more than 20%) in the number of clock or credit hours awarded for successful completion of a program. CFR 602.22 a-(2)iii.

Direct Supervision of a Medical Student – Direct supervision of a medical student by a licensed provider who is available in the facility at the time the student is providing care to any patient. For a procedure, the licensed provider must be credentialed to perform the procedure and in the room with the student throughout.

Distance Education - Education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver the entire course of instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and instructor, either synchronously or asynchronously. The technologies may include:

1. The internet;
2. One-way and two way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVD's and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. (34 CFR 600.2)

EPAs - Entrustable Professional Activities

Escrow Reserve Fund - A minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students and equal to an amount approved by the COCA. The escrowed reserve fund must not be borrowed or pledged funds and must be 100% wholly owned assets of the COM or its parent institution.

Faculty member – An individual who contributes in a full or part time manner to a COM in the areas of teaching, research/scholarly work, service or administrative responsibilities

Full Time Faculty Member – A faculty member is determined to work full time for a COM or institution if he/she contributes at least thirty two hours per week of work, including responsibilities in the area of teaching, research/scholarly work, service or administrative responsibilities. In the faculty adequacy model, a faculty member meeting this definition may be considered full-time or 1.0 full time equivalent (FTE).

Part Time Faculty Member- Faculty members working fewer hours or with contractual arrangements resulting in routine payments from sources other than the COM or institution are considered part-time and should be assigned the working percentage of a full time equivalent.

Feasibility Study - An assessment of the practicality of a proposed plan or method. The submitted document will be verified at the time of the site visit. It includes the following items.

1. If the COM, or its parent, has accreditation from a regional agency recognized for that purpose by the U.S. Secretary of Education, then a letter from the regional accreditor indicating approval of the substantive change must accompany the request.
2. A COM, and/or its parent, must not have accreditation with warning, accreditation with probation, or be subject to a show cause determination that could alter accreditation status issued by the COCA or the regional accreditor prior to requesting the substantive change for a substantive change.
3. Assessment of the degree of support the substantive change has in the community, county and state, and the respective osteopathic professional associations. Written documentation must accompany this assessment. The assessment must include a letter of comment from the state osteopathic association for each state in which the proposed substantive change intends to have clinical training sites.
4. A statement of the curriculum proposed to be offered and the COM's previous experience with that curriculum.
5. Demonstrate and document with written verification it has the availability of adequate clinical training sites. Documentation must include an assessment of the impact of the substantive change's proposed clinical training programs upon any osteopathic training programs already in existence at the clinical sites under discussion.
6. A GME feasibility report demonstrating the expected placement of the COM's current and prospective graduates in GME positions. The COM must demonstrate educational planning and noted progress in generating postdoctoral training opportunities.
7. The parent must provide student services for the substantive change consistent with Standard 9 in the Continuing Accreditation Standards.
8. Identify the faculty and administration who will provide instruction and complete administrative duties.
9. Projected revenues, expenditures, and cash flows for the substantive change. 1
10. Operation, management, and physical resources for the substantive change, including learning resources.

Fulltime equivalent (FTE) - An FTE is the number of hours worked by one employee on a full-time basis.

Institutional Accrediting Agency – An agency that accredits institutions of higher education; such an agency grants accreditation decisions that enable its accredited institutions to establish eligibility to participate in Higher Education Act Programs.

Interprofessional Education (IPE) –Interprofessional education refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training with the object of cultivating collaborative practice for providing client- or patient-centered health care.

NACIQI - National Advisory Committee on Institutional Quality and Integrity.

NBOME – National Board of Osteopathic Medical Examiners, Inc.

Observer – A site team member who is an official from a federal or state agency or a representative of any other organization, who is not assigned a specific role on the site visit team.

Operating Reserve Fund- A fund consisting of an amount approved by the COCA but no less than one-fourth of the escrow reserve fund. The minimum operating reserve fund must not be borrowed or pledged funds and must be 100% wholly owned assets of the COM or its parent institution.

Osteopathic Core Competencies (OCC) - The Seven Osteopathic Core Competencies were defined to meet the requirements of AOA-accredited postdoctoral training programs: Medical knowledge; osteopathic philosophy and osteopathic manipulative medicine; patient care; professionalism; interpersonal and communication skills; practice-based learning and improvement; and systems based practice.

Progress Report- A document submitted by a COM for compliance monitoring purposes to demonstrate the COM's compliance with accreditation standards the COCA has deemed not met.

Requirement – Mandate for compliance with a specific standard of element within a standard usually following a comprehensive or focused site visit to a COM. A requirement may be written at any time in the accreditation process. All requirements will be monitored by the COCA through a Progress Report or Focused Visitation.

Self-Study - A self-assessment report submitted by a COM to the COCA to demonstrate the COM's compliance with all applicable COCA standards.

Show Cause – A directive by the COCA to a COM mandating the COM to produce information or evidence as to why the COCA should not take an adverse accreditation decision following information evidencing a COM's non-compliance with the accreditation standards, policies or procedures.

Site Visit — The process through which the COCA examines, through an on-site review, a COM's compliance with all accreditation standards.

Comprehensive Site Visit- A review that addresses all standards.

Focused Site Visit- A review that addresses a specific set of identified standards.

Site Visit Team - A group of individuals each classified under certain categories of on-site evaluators, as required by 34 CFR § 602.15. The categories of on-site evaluators are:

1. Administrator- An individual who is currently or recently, and directly, engaged in a significant manner in postsecondary program or institutional administration.
2. Educator- An individual who is currently or recently, and directly, engaged in a significant manner in osteopathic education in an academic capacity (e.g. professor, instructor, academic dean).
3. Academic- individual who is currently or recently, and directly, engaged in a significant manner in postsecondary teaching and/or research.
4. Practitioner- individual who is currently or recently, and directly, engaged in a significant manner in the practice of the osteopathic profession.

Teach-out Agreement – A written agreement an accredited COM provides for the equitable treatment of its students to complete their program of study, if the COM stops offering its educational program before all students enrolled in that program complete their program of study.

Teach-out Plan – A written plan developed by a COM providing for the equitable treatment of its students if an institution, an additional location or a branch campus ceases to operate before all students enrolled in that program complete their program of study. This plan may include, if required by the COCA, a teach-out agreement between COMs.

Technical Assessment Report- The process of setting goals about technical facets of the institution, determining how well those goals are being met, and determining the best course of action to take to improve those results.

Title IV - Title IV of the Higher Education Act.

USDE – United States Department of Education and the Secretary of Education

Withdrawal - The voluntary withdrawal of a COM from the accreditation process.