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CSSI Steering Committee
November 28, 2018 Meeting Summary

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Certified School Strategic Initiative (CSSI) Steering Committee:

Mr. Robin O'Connell, Wellspring School of Allied Health
Ms. Linda Twehous, Dogwood Dental Assisting School
Dr. GeNita Williams-Simpson, Vatterott College
Ms. Terrie Yardley-Nohr, The Healing Arts Center

Note: Six Steering Committee members were unable to attend.

Missouri Department of Higher Education (MDHE) Staff:

Mr. Leroy Wade, Assistant Commissioner
Dr. Laura Vedenhaupt, Senior Research Associate
Ms. Dory Hamburg, Research Associate
Mr. Jaron Vail, Research Associate
Ms. Leslie Winter, Senior Office Support Assistant

The Steering Committee reviewed feedback from the certified school community regarding the proposed programs and processes for the CSSI pilot project as discussed at the October 3, 2018, Steering Committee meeting. The Steering Committee and MDHE staff appreciated the guidance from school representatives regarding cohort size, cutoff scores, and survey questions.

Pilot Project General Criteria

The Steering Committee discussed and approved the following criteria to be required of all institutions that wish to submit a program for CSSI recognition:

The submitting school:
- is currently fully certified to operate by the MDHE (not on probation or suspension);
- has completed at least one full recertification cycle with the MDHE;
- has experienced no formal grievance within the last five years prior to application that the MDHE has officially determined constituted a violation of certification standards;
- has no findings from the school's most recent MDHE site visit that have not been satisfactorily resolved within sixty (60) days of the issuance of the formal site visit report;
- if accredited, is not under show cause at either the institutional or programmatic level; and,
- if Title IV eligible, is not under Heightened Cash Management 2.

The Steering Committee discussed and approved the following criteria for programs to be eligible for CSSI recognition:

The program must have:
- been established for at least three years;
- at least an 80% graduation rate during the previous calendar year;
- at least 20 graduates during the previous calendar year;
    o Schools may combine two or more cohorts to meet these thresholds

- at least an 80% student satisfaction rate based on student surveys; and,
- at least a 75% employer satisfaction rate based on employer surveys.

Student and Employer Surveys

The Steering Committee also discussed and approved the following requirements relating to student and employer surveys:

Schools submitting a program for CSSI recognition must administer student surveys at or near program completion that include the following two Yes/No questions (schools are encouraged but not required to include a section for student comments):

- Knowing what you know now, do you believe the program is adequately preparing you for a career in this field?
- Knowing what you know now, would you recommend this program to a friend or family member interested in this field?

Schools submitting a program for CSSI recognition must administer employer surveys that include the following two Yes/No questions regarding the performance of program graduates (schools are encouraged but not required to include a section for employer comments):

- Does the employee have the necessary skill sets to succeed in this position?
- Would you hire other graduates from this program?

The Steering Committee considered that schools have their own survey/feedback mechanisms for students, and it may not be possible to incorporate the required questions in time for the pilot. Therefore, if necessary, the committee approved that schools may use their current surveys and identify the question(s) on those surveys that provide substantially similar information.

Program Specific Criteria for the Pilot Project

The Steering Committee discussed and approved the following criteria for CNA programs to be eligible for recognition as part of the pilot year project:

- Of program graduates who took the CNA exam, at least 90% must have passed the exam during the previous calendar year (graduates need not pass the first attempt).
- Of program graduates, at least 80% must be employed as a CNA or in a related field requiring substantially similar skill sets.

The Steering Committee discussed and approved the following criteria for LPN programs to be eligible for recognition as part of the pilot year project:

- Of program graduates who took the NCLEX for PNs, at least 90% must have passed the exam during the previous calendar year (graduates need not pass the first attempt).
- Of program graduates, at least 80% must be employed as an LPN or in a related field requiring substantially similar skill sets.

The Steering Committee discussed and approved the following criteria for <u>information technology</u> programs to be eligible for recognition as part of the pilot year project:

- The program, or courses within the program, must be intended to prepare students to sit for a third party national industry-recognized certification exam.
  o MDHE staff will work with schools to identify specific exams
- Of program graduates, at least 75% must have taken a related third party vendor certification exam.
- Of program graduates who took a third party vendor certification exam, at least 90% must have passed the exam during the previous calendar year (graduates need not pass the first attempt).
- Of program graduates, at least 80% must be employed in an information technology field or in a related field requiring substantially similar skill sets.

<u>Next Steps</u>

A draft summary of the meeting and a draft CSSI Application will be distributed to the Steering Committee for review and feedback, after which, the summary and draft application will be posted to the initiative page on the MDHE website. Feedback from sector colleagues on the summary, application, and overall process for the pilot will be solicited and summarized for the Steering Committee's review and approval of any appropriate changes.

The committee approved the CSSI Pilot as tentatively scheduled to launch January 2019 with a deadline for submission of the application and data by the end of March 2019; MDHE staff may approve an extension of the deadline for data gathering purposes. The Steering Committee and MDHE staff will review the applications and verify a sample of the data. MDHE staff will alert the community on the program(s) determined to be high quality.

As decided during the October 2018 Steering Committee meeting, the results of the pilot project will not be publicized. All schools will be asked to provide feedback and to offer suggestions for improvement of the initiative. The Steering Committee and MDHE staff will determine if the results of the pilot warrant formal implementation of the initiative beginning in 2020.

<u>Question for the Community</u>

- Are the cutoff percentages for determining high quality programs appropriate? If not, what would be an achievable, but not easy, threshold?
- For institutions offering information technology programs that lead to a national industry certification, what programs/vendor exams should be included in the pilot?

As a reminder, this initiative is voluntary. However, all schools offering CNA, LPN, or qualifying information technology programs will be encouraged to participate in the pilot, even if the institution or program does not meet designated thresholds. This is an opportunity for schools and MDHE staff to test and evaluate the data gathering, application, and evaluation processes, so broad school participation would be appreciated.