



Office of Technical Education- Accountability and Institutional Effectiveness

***SUGGESTED DOCUMENTATION AND
EXHIBITS FOR THE
PERFORMANCE
ACCOUNTABILITY REVIEW
(PAR)***

Suggested College-Wide Documentation

Note: When policies or procedures are contained within larger documents, denote and mark within the larger document.

1. Samples of Student Transcripts
2. Student Handbook
3. College Catalog
4. Commissioner's Approval for Institutionally Developed Work Ethics Model
5. Marketing Materials
6. Written Policies and Procedures for Processing Warranty Claims
7. Suggested Perkins Documentation
8. Student Orientation Records/Documentation
9. Course Grade Books
10. Syllabi
11. Work Ethic Evaluation Forms

Note: See last page for CS-7.D. verification document.

Updated: August 2017

Suggested Program Documentation

Note: To avoid duplication of documents, please do not organize by criteria.

1. Syllabi (Representative Sample)
2. Institutional Employer Agreements
3. Student Training Plans
4. Lab Management Plan/Procedures
5. Lab Progression Check Sheets
6. Live Work Plan/Procedure
7. Work Ethics Evaluation Forms (Representative Sample)*
8. Course Competency Assessment Documents
9. Program Outcomes
10. Course Grade Books (Representative Sample)*
11. Advisory Committee Meeting Minutes and Agenda for the Last 3 Years (if the program group has existed for three years)
12. Advisory Committee Membership List (Complete With Name, Title & Co.)
13. Program of Work for the last 3 years (if the program group has existed for three years)
14. Catalog
15. Classroom/Laboratory Safety Inspections
16. Supply/Equipment Inventory

* Work ethics evaluation forms and course grade books, although a college-wide requirement, should be arranged by program group.

Note: See last page for CS-7.D. verification document.

Suggested Perkins Documentation

1. Perkins One Year Funding Application (3 years for Risk-Based PAR, 2 years for Standard PAR)
2. PeopleSoft G/L Combined Detail Report
3. Purchase Orders
4. Perkins Personnel Expenditures
5. Amendment Approval Letters and Supporting Documentation (proof of implementation)
6. Time and Effort Reports
7. Semi-Annual Certification Forms
8. Program Trial Balance
9. Budget Comparison Report
10. Perkins Equipment Inventory
11. Perkins Five-Year Plan and Documentation
12. Perkins Improvement Plans and Documentation (as appropriate)

Internal Controls Check

13. Perkins Personnel Flow Chart*
14. Positions of Trust Personnel List*
15. Operations and Procedures Manual*

*These items are specific to the Perkins Internal Controls Budget Review

Note: See last page for CS-7.D. verification document.

PAR DOCUMENTATION EXHIBITS

COLLEGE-WIDE DOCUMENTATION TO BE ORGANIZED FOR THE ENTIRE COLLEGE		
DOCUMENT	DOCUMENT	CRITERIA
1.	College Catalog	CS-1.A, CS-2.A, CS-3.B, CS-4.F, CS-4.D(i), CS-4.G(i), CS-7.B
2.	Samples of Student Transcripts	CS-4.H(i)
3.	Student Handbook	CS-4.F(i)
4.	Student Work Ethic Orientation Records/Documentation, Commissioner's Approval Letter/Documentation	CS-4.A, CS-4.B (Uniform)
5.	Commissioner's Approval for Institutionally Developed Work Ethics Model, Student Work Ethic Orientation Records/Documentation	CS-4.A(i), CS-4.B(i) (Institutionally Developed)
6.	Work Ethic Marketing Materials	CS-4.G, CS-4.E(i)
7.	Written Policies and Procedures for Processing Warranty Claims	CS-7.A
8.	Suggested Perkins Documentation	AP-1, AP-2
PROGRAM GROUP DOCUMENTATION TO BE ORGANIZED BY PROGRAM GROUP		
DOCUMENT	DOCUMENT	CRITERIA
1.	Course Competency Assessment Documents	CS-3.A
2.	Syllabi (Representative Sample)	CS-3.A, CS-3.B, CS-3.D, CS-4.C, CS-4.C(i), CS-4.F(i), CS-4.G(i),
3.	Institutional Employer Agreements	CS-3.C
4.	Student Training Plans	CS-3.C
5.	Lab Management Plan/Procedures	CS-3.D
6.	Lab Progression Check Sheets	CS-3.D
7.	Live Work Plan/ Procedure	CS-3.E
8.	Work Ethic Evaluation Forms/ Relevant Student Assessment Documentation (Representative Sample)	CS-4.D, CS-4.D(i), CS-4.F(i)
9.	Course Grade Books (Representative Sample)	CS-4.E, CS-4.D(i),
10.	Program Outcomes	CS-4.F(i)
11.	Advisory Committee Meeting Minutes and Program of Work for the last 3 years	CS-5.A, CS-5.C, CS-7.C
12.	Advisory Committee Membership List (Complete with Name, Title & Co.)	CS-5.B
13.	Advisory Committee Agendas	CS-5.C
14.	Program of Work	CS-5.C.
15.	Classroom/Laboratory Safety Inspections, Supply/Equipment Inventory	CS-6.A

- Work ethic evaluation forms and course grade books, although a college-wide requirement, should be arranged by program group. Catalogs will be provided for reviewers in the work room. **TO AVOID DUPLICATION OF DOCUMENTS PLEASE DO NOT ORGANIZE (PACK CRATES/NOTEBOOKS) BY CRITERIA.**
- Colleges will provide 3 years of documentation for the PAS program groups selected for review.

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PERKINS DOCUMENTATION (for STANDARD PAR)		
	DOCUMENT	CRITERIA
1.	Perkins Application Budget	AP-2.A
2.	Five-Year Plan	AP-1.A, AP-1B, AP-1C, AP-1D, AP-1E, AP-1F, AP-1G, AP-1H, AP-1I, AP-1J, AP-1K AP-1L
3.	Improvement Plan	AP-1.M
4.	PeopleSoft G/L Combined Detail Report,	AP-2
5.	Purchase Orders	AP-2
6.	Perkins Personnel Expenditures	AP-2
7.	Amendment Approval Letters and Supporting Documentation	AP-2
8.	Time and Effort Reports	AP-2
9.	Semi-Annual Certification forms	AP-2
10.	Program Trial Balance	AP-2
11.	Budget Comparison Report	AP-2
12.	Perkins Equipment Inventory	AP-2

