



Annual Report

South Dade Technical College



General Affirmation

Submitted on 2021-02-18 20:17:14
by Oscar DeLEON, South Dade Technical College

Please review the following list of campuses and programs diligently prior to confirming and proceeding into the Annual Report. If there are any inconsistencies with this list against your records, please pause the Annual Report process and contact COE at annualreport@council.org. If you have programs that should have been deleted, please continue and note as such in the Completion, Placement, and Licensure section of the Annual Report. Continuing past this point cannot be undone and incorrect data could result in delays.

- Completion, Placement, and Licensure
 - Postsecondary Programs
 - 312800 - South Dade Technical College - South Dade Skills Center Campus
 - Air Conditioning, Refrigeration and Heating Technology 1
 - Air Conditioning, Refrigeration and Heating Technology 2
 - Automotive Service Technology 1
 - Automotive Service Technology 2
 - Cosmetology
 - Early Childhood Education
 - Facials Specialty
 - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
 - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2
 - Medical Assisting
 - Nails Specialty
 - Pharmacy Technician NEW

Signature of Chief Administrator



Combined FTE

South Dade Technical College

Combined FTE

1. Final FTE Figure for Last Year	86
2. Traditional Classroom Delivery (incl., Hybrid) Contact Hours:	91080
3. Traditional Classroom Delivery (incl., Hybrid) Semester Credit Hours:	0
4. Traditional Classroom Delivery (incl., Hybrid) Quarter Credit Hours:	0
5. Traditional Classroom Delivery (incl. Hybrid) Total FTE	101
6. Distance Education Contact Hours:	3578
7. Distance Education Semester Credit Hours:	0
8. Distance Education Quarter Credit Hours:	0
9. Distance Education Total FTE:	4
10. Grand Total FTE	105



General Report Questions

South Dade Technical College

General Report Questions

1. Is this institution, or any of its branches, accredited or a candidate for accreditation by a recognized accrediting agency other than COE?	YES
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If yes, please state which agency:	NATEF/ASE Education
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2. Is the institution currently processing Pell Grants?	NO
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3. Is the institution currently processing Federal loans?	NO
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4. Administrative and supervisory staff: Number Full Time: (If none, enter zero)	4
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5. Administrative and supervisory staff: Number Part Time: (If none, enter zero)	0
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6. Support staff: Number Full Time: (If none, enter zero)	9
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7. Support staff: Number Part Time: (If none, enter zero)	5
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8. Faculty: Number Full Time: (If none, enter zero)	12
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9. Faculty: Number Part Time: (If none, enter zero)	34
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10. From	04-12-2019
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11. To	04-07-2020
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12. Web Address Of Online Catalog:	
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<https://www.southdadetech.edu/>



Conditions of Accreditation

Submitted on 2021-02-19 14:14:15
by Oscar DeLEON, South Dade Technical College



General Conditions of Accreditation

Submitted on 2021-02-19 14:14:12
by Oscar DeLEON, South Dade Technical College

General Conditions of Accreditation

1. The institution continues to demonstrate that it satisfies each of the eligibility requirements for Candidate for Accreditation.	YES
2. The institution conducts its affairs with acceptable standards of honesty and integrity.	YES
3. The institution meets all lawful obligations imposed by state and federal agencies.	YES
4. The institution has notified the Commission of any individual affiliated with the institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing-board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.	YES
5. The institution occupies its own physical facilities and is not co-located with another institution.	YES
6. The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions.	YES
7. Non-Public Institutions Only: (If required to operate.) The institution has an original current license for the main campus and each branch and/or extension.	YES
8. The on-site administrator or other full-time employee at the main campus attended required workshop(s) within six to eighteen months prior to hosting the accreditation visiting team. (For initial accreditation, Candidate Academy/Self-Study workshops. For reaffirmation, Self-Study and Annual Report Workshops [The Annual Report and Reporting Student Achievement Data, if applicable].)	YES
9. For initial accreditation or reaffirmation of accreditation, the institution has placed a notice on the home page of the institution's web site and within at least one print media source that is circulated within the service area of each campus of the institution. This notice must be placed at least sixty (60) days prior to hosting the accreditation visit and must state that the institution is applying for initial accreditation or reaffirmation of accreditation with the Commission of COE in compliance with Commission criteria.	YES
10. The institution has submitted an evaluation of standards form from one of its occupational advisory committees prior to hosting an accreditation visiting team.	YES
11. The institution has informed the Commission of all planned and unplanned substantive changes.	YES
12. Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.	YES
13. Documents the institution has filed with the Commission accurately represent the status of the institution.	YES
14. Accredited Institutions Only: The institution's use of the accreditation seal complies with Commission conditions.	YES
15. The institution adheres to the Commission's condition on the monitoring of institutional growth and has notified the Commission of increases in total Full-Time Equivalent (FTE) that equal or exceed 25% of the established baseline, and for non-public institutions, increases in gross revenue of 100% or more from the previous year have been reported to the Commission.	YES
16. Student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing recruitment.	YES

17. Media used by the institution for advertising purposes are truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing advertising.	YES
18. A catalog and/or other official documents, which are made available through various media (hard copy or online), to provide the information specified in the Handbook of Accreditation must be readily available to students, prospective students, and other constituents.	YES
19. If the institution employed a consultant for the purpose of assisting in the accreditation process, it submitted a copy of the consultant's resume within 7 days after employment was secured, and can demonstrate that the terms of the consultant's contract meet Commission conditions stated in the Handbook of Accreditation.	NA
20. The role of contractors hired by candidate/accredited institutions (if any) must exclude the authority to make official decisions for the institution or to serve in the role of accreditation liaison officer for the institution.	NA
21. If the institution participates in Title IV Financial Aid programs, it does not contract more than 25 percent of the instruction of one or more of its programs with an external agency, corporation, institution, or individual.	NA
22. Clear indication must exist that the faculty and staff were responsible for preparing, revising and editing any documents required in the accreditation process.	YES
23. The institution has named an accreditation liaison officer who is a staff member located at the main campus.	YES



Status With Other Agencies

Submitted on 2021-02-18 20:47:22
by Oscar DeLEON, South Dade Technical College

Status with Other Agencies: A "YES" response for statements #1-8 signifies that the institution is in compliance with the Commission's Conditions.

1. The institution is not the subject of an interim action by a state or federal agency potentially leading to the suspension, revocation, withdrawal, or termination of the institution's legal authority to provide postsecondary education in any state in which it operates.	YES
2. The institution has not had its state license suspended, revoked, withdrawn, or terminated, even if the required due process procedures have not been completed within any state in which it operates.	YES
3. The institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency.	YES
4. The institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency.	YES
5. The institution is not the subject of an interim action by another accrediting agency potentially leading to the suspension, revocation, or withdrawal of candidacy or accreditation.	YES
6. The institution has not been notified of the loss of any agency's accreditation even if the due process procedures have not been completed.	YES
7. If the institution is presently accredited by another nationally recognized accrediting agency, it describes itself in identical terms to each agency with regard to identity (i.e., main campus, branch campus, branch campus to main campus relationship), mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents to all federal, state, and other agencies, including accrediting agencies.	YES
8. If the institution is seeking dual accreditation, the reasons for wanting dual accreditation have been submitted to each accrediting agency and to the Secretary of the U.S. Department of Education, and the institution must also designate which agency's accreditation is to be utilized in determining the institution's eligibility for program participation under the Higher Education Act.	YES



Non-Main Campus Sites

Submitted on 2021-02-19 14:09:33
by Oscar DeLEON, South Dade Technical College



General

Submitted on 2021-02-19 14:09:31
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: General

1. Ownership of all non-main campus sites is the same (same governance, entity, proprietorship or partnership, or the same corporation) as the main campus.	YES
2. The Commission has approved every instance where the names of non-main campus sites have been expanded to clearly identify different locations or specific programs.	YES
3. The complete name of the main campus is identified in all publications and advertisements when referring to a non-main campus site.	YES
4. Duplicate records on personnel, financial matters, student attendance, and educational progress for non-main campus sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)	YES
5. Programs offered at non-main campus sites are approved by the Commission and are described in the main campus catalog (or catalog supplements for branch campuses).	YES
6. Instruction provided at non-main campus sites maintains the educational integrity of the institution and does not endanger its compliance with the standards, criteria, and conditions adopted by the Council.	YES



Branch Campuses

Submitted on 2021-02-18 20:48:08
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: Branch Campuses

1. Each branch campus operates under the supervision of an on-site chief administrator who reports to the on-site administrator at the main campus.

NA



Extension Campuses

Submitted on 2021-02-18 20:48:19
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: Extension Campuses

1. Extensions are located within a 50-mile radius of the main campus.

NA



Extended Classrooms

Submitted on 2021-02-18 20:48:29
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: Extended Classrooms

1. All extended classroom are located within two miles of a main or branch campus.

NA

2. All extended classrooms are supervised by the chief administrator of the main or branch campus.

NA



Instructional Service Centers

Submitted on 2021-02-18 20:49:12
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: Instructional Service Centers

- | | |
|---|----|
| 1. Program instruction at instructional service centers is under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution. | NA |
| 2. All student services are available on-site at the instructional service center and the full range of services is made accessible to participating students at the main campus. | NA |
| 3. Instructional service centers are a joint venture between the institution and an employer or another educational agency. | NA |
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Additional Space

Submitted on 2021-02-18 20:50:53
by Oscar DeLEON, South Dade Technical College

Non-Main Campus Sites: Additional Space

1. Additional space acquired for instructional or student services purposes must be located within one quarter of a mile from a main campus or branch campus

NA



Standards

Submitted on 2021-02-18 21:07:10
by Oscar DeLEON, South Dade Technical College



Standard 1 Institutional Mission

Submitted on 2021-02-18 20:52:06
by Oscar DeLEON, South Dade Technical College

Standard 1 Institutional Mission

1. The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.	YES
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The institution's mission is:

2. Clearly and concisely stated in written form;	YES
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3. Published in hard copy and/or online;	YES
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4. Publicly available; and,	YES
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5. Used consistently in publications.	YES
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6. The institution has an organized and functional institutional advisory committee.	YES
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The institutional advisory committee meets the following requirements:

7. Is composed of no less than three persons, all of whom are external to the institution. (Committees larger than three members must maintain a majority of external members.);	YES
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8. Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);	YES
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9. Meets at least once annually, if serving only in an institutional advisory capacity; or twice annually, if serving in an occupational advisory capacity;	YES
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10. Keeps typed minutes to document its activities, recommendations, and meeting attendance; and,	YES
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11. Is used to provide community involvement in maintaining a relevant mission for the institution.	YES
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12. Public information and community relations are maintained to promote the institution's mission in its community.	YES
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Standard 2 Educational Programs

Submitted on 2021-02-18 20:58:21
by Oscar DeLEON, South Dade Technical College



Admissions

Submitted on 2021-02-18 20:53:00
by Oscar DeLEON, South Dade Technical College

Standard 2 Educational Programs - Admissions

The institution's admissions policies and procedures are:

1. Clearly stated;	YES
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2. Consistently applied;	YES
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3. Non-discriminatory;	YES
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4. Published; and,	YES
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5. Consistently communicated to students.	YES
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6. For students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with Policies established by the Commission.	NA
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7. Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.	YES
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8. Students admitted into associate degree programs have documentation of a high school diploma or its equivalent.	NA
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An institution that admits students by exception to its standard admissions policies must:

9. Have written admissions policies and procedures for these exceptions;	YES
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10. Apply them uniformly;	YES
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11. Provide documented evidence on how they are used;	YES
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12. Maintain records on student progress; and,	YES
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13. Evaluate the effectiveness of the procedures used in admitting students by exception on an annual basis.	YES
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Programs

Submitted on 2021-02-18 20:56:23
by Oscar DeLEON, South Dade Technical College

Standard 2 Educational Programs - Programs

Occupational education programs align with:

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| 1. The mission of the institution; and, | YES |
| 2. The occupational needs of the people served by the institution. | YES |

Each occupational education program has:

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|---|-----|
| 3. Clearly stated objectives; | YES |
| 4. Defined content relevant to those objectives and the current needs of business and industry, | YES |
| 5. Assessment of student achievement based on the program objectives and content; and, | YES |
| 6. Annual evaluation of its objectives. | YES |

A systematic process has been implemented to document:

- | | |
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| 7. That the objectives and content of programs are current; and, | YES |
| 8. That coursework is qualitatively and quantitatively relevant. | YES |
| 9. Three bona fide potential employers review each educational program annually. | YES |

Three bona fide potential employers recommend:

- | | |
|--|-----|
| 10. Admission requirements; | YES |
| 11. Program content that is consistent with desired student learning outcomes; | YES |
| 12. Program length; | YES |
| 13. Program objectives; | YES |
| 14. Competency tests; | YES |
| 15. Learning activities; | YES |
| 16. Instructional materials; | YES |
| 17. Equipment; | YES |
| 18. Methods of program evaluation; | YES |
| 19. Level of skills and/or proficiency required for completion; and, | YES |
| 20. Appropriate delivery formats for the subject matter being taught. | YES |

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|--|-----|
| 21. The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers. | YES |
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22. Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.	YES
Associate Degree programs offered must meet the following requirements:	
23. The program is designed to lead graduates directly to employment in a specific career.	YES
24. The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used and includes the specific career and technical education field (i.e., Associate of Applied Science in Veterinary Technology).	YES
25. The program has a minimum of 60 semester hours or 90 quarter hours; and,	YES
26. The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses which are not applicable to a specific occupation, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.	YES
27. For all coursework delivered via distance education: Distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and credentials awarded.	YES
Each program offered by the institution:	
28. Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;	YES
29. Has continuous involvement of on-campus administrators and faculty in planning and approval;	YES
30. Has varied evaluation methodologies that reflect established professional and practice competencies;	YES
31. Is qualitatively and quantitatively consistent at each campus where it is offered;	YES
32. Has measures of achievement of the student learning objectives;	YES
33. Is described in catalogs, brochures, and/or other promotional materials which include tuition/fee charges, refund policies, admissions and academic requirements, information technology requirements, and employment requirements; and,	YES
34. Provides for timely and meaningful interaction among faculty and students.	YES
35. A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.	YES
36. For all coursework delivered via distance education: Faculty teaching distance education courses ensure timeliness of their responses (synchronously or asynchronously) to students' requests by following institutional requirements on response times of no more than 24 hours within the published operational schedule of the program/course.	YES



Instruction

Submitted on 2021-02-18 20:58:18
by Oscar DeLEON, South Dade Technical College

Standard 2 Education Programs - Instruction

1. Academic competencies and occupational skills are integrated into the curriculum or instructional plan for each occupational program.	YES
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2. The instructional programs provide instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.	YES
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3. The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.	YES
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The sequence of instruction required for program completion is used to:

4. Organize the curriculum;	YES
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5. Guide the delivery of instruction;	YES
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6. Direct learning activities; and,	YES
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7. Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.	YES
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8. Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.	YES
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Each occupational advisory committee:

9. Consists of a minimum of three members external to the institution who have expertise in the occupational program;	YES
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10. Represents each service area covered by the program at each meeting (main campus and each branch campus);	YES
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11. Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);	YES
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12. Meets at least twice annually;	YES
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13. Ensures that no fewer than three months separate each official committee meeting; and,	YES
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14. Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.	YES
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15. Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program.	YES
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16. Job-related health, safety, and fire-prevention are an integral part of instruction and are incorporated into curricula as is appropriate to the occupation.	YES
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17. Orientation to technology is provided and technical support is available to students.	YES
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18. To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	YES
19. Instruction is effectively organized as evidenced by syllabi, lesson plans, competency tests, and other instructional materials.	YES
20. The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.	YES
21. For all coursework delivered via distance education: The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.	YES
22. For all coursework delivered via distance education: Each course/program has in place a standardized template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.	YES
23. For all coursework delivered via distance education: The institution has processes in place to determine that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit (with methods such as secure logins, pass codes or proctored examinations).	YES
24. For all coursework delivered via distance education: The institution monitors student progress in distance education activities; such monitoring may include frequency of log-in time, confirmation of student time online, and the percentage of coursework completed.	YES
Written agreements with work-based activity partners, if any:	
25. Are current;	YES
26. Specify expectations for all parties; and,	YES
27. Ensure the protection of students.	YES
28. Each work-based activity has a written instructional plan for students.	YES
29. The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.	YES
30. The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.	YES
31. Work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.	YES



Standard 3 Program and Institutional Outcomes

Submitted on 2021-02-18 20:59:59
by Oscar DeLEON, South Dade Technical College

Standard 3 Program and Institutional Outcomes

1. Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record.	YES
2. The institution submits accurate and verifiable program completion data each year to the Commission for comparison with required benchmarks.	YES
3. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for completion for the most recent 12-month period possible.	NA
4. FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for completion OR the institution has taken any actions required by the Commission due to program completion rates failing to meet the required benchmark.	YES
5. The institution submits accurate and verifiable program placement data each year to the Commission for comparison with required benchmarks.	YES
6. FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for placement for the most recent 12-month period possible.	NA
7. FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for placement OR the institution has taken any actions required by the Commission due to program placement rates failing to meet the required benchmark.	YES
8. If applicable, the institution submits accurate and verifiable licensure exam pass rate data each year to the Commission for comparison with required benchmarks.	YES
9. FOR INITIAL ACCREDITATION ONLY: If applicable, the majority of programs meet the required benchmark for licensure exam pass rates for the most recent 12-month period possible.	NA
10. FOR ACCREDITED INSTITUTIONS ONLY: All applicable programs meet the required benchmark for licensure exam pass rate OR the institution has taken any actions required by the Commission due to licensure exam pass rates failing to meet the required benchmark.	YES
11. The institution has a written plan to ensure that program and institutional outcomes follow-up is systematic and continuous.	YES
The institution's written plan for program and institutional outcomes follow-up includes the following elements:	
12. Identification of responsibility for coordination of follow-up activities;	YES
13. Methods for collection of data on completion, placement, and licensure exam pass rates;	YES
14. Information collected from completers and employers of completers that is focused on program effectiveness; and,	YES
15. Methods for surveying completers and employers of completers to assess the level of satisfaction with the education that was received.	YES
16. The program and institutional outcomes follow-up plan is reviewed annually by the faculty and administration (and revised as necessary)	YES

17. Program and institutional outcomes follow-up information is used to evaluate and improve the quality of program outcomes.

YES

18. Follow-up information is made available at least on an annual basis to instructional personnel and administrative staff.

YES



Standard 4 Strategic Planning

Submitted on 2021-02-18 21:00:31
by Oscar DeLEON, South Dade Technical College

Standard 4 Strategic Planning

1. The institution has a written strategic plan.	YES
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The institution's written strategic plan includes, as a minimum, the following components:

2. Mission of the institution;	YES
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3. Vision of the institution;	YES
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4. Objectives for a minimum period of three years;	YES
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5. Strategies for achieving the objectives;	YES
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6. Current and projected financial resources that provide a basis for initiatives specified in the strategic plan; and,	YES
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7. Strategies for evaluating progress toward achieving the objectives.	YES
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8. The strategic plan is reviewed annually by the faculty, administration, and institutional advisory committee (and revised as necessary)	YES
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9. The results of the evaluation of progress toward achieving the objectives are documented annually.	YES
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Standard 5 Learning Resources

Submitted on 2021-02-18 21:01:57
by Oscar DeLEON, South Dade Technical College



Media Services

Submitted on 2021-02-18 21:01:09
by Oscar DeLEON, South Dade Technical College

Standard 5 Learning Resources - Media Services

1. The institution has a written plan for its media services.

YES

The written plan for its media services which is appropriate for and inclusive of all methods of program delivery includes the following:

2. The scope and availability of the services;

YES

3. A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to program offerings; and other materials to help fulfill the institution's purposes and support its educational programs;

YES

4. The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services;

YES

5. Roles and responsibilities of designated staff member(s);

YES

6. Orientation for user groups (i.e., instructors, students, and others);

YES

7. Facilities and technical infrastructure essential for using media materials;

YES

8. Annual budgetary support for the services; and,

YES

9. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services.

YES

10. Media services (instructional supplies, physical resources, technology, and fiscal resources) are available to support the instructional programs offered by the institution.

YES

11. Media services are available to ensure the achievement of desired student learning and program objectives.

YES

12. A current inventory of media resources is maintained.

YES

13. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.

YES

14. The institution provides instructional media (both print and non-print) to support students and faculty in meeting program objectives.

YES

15. The institution's learning resources (media services, technology, facilities, and materials) are comprehensive, current, selected with faculty input, and accessible to the faculty and students.

YES



Instructional Equipment

Submitted on 2021-02-18 21:01:31
by Oscar DeLEON, South Dade Technical College

Standard 5 Learning Resources - Instructional Equipment

1. The institution has an inventory procedure to account for instructional equipment.	YES
2. The institution has a procedure for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.	YES
3. Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.	YES
4. The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment.	YES
5. Instructional equipment meets appropriate and required safety standards.	YES



Instructional Supplies

Submitted on 2021-02-18 21:01:54
by Oscar DeLEON, South Dade Technical College

Standard 5 Learning Resources - Instructional Supplies

1. Instructional supplies are available to support the instructional programs offered by the institution.	YES
2. The institution has a procedure for purchasing and storing instructional supplies.	YES
3. Funds are budgeted or made available to provide supplies at a level that supports quality occupational education.	YES
4. The institution has a procedure for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.	YES
5. First aid supplies are readily available.	YES
6. Instructional supplies meet appropriate and required safety standards.	YES



Standard 6 Physical Resources and Technical Infrastructure

Submitted on 2021-02-18 21:02:49
by Oscar DeLEON, South Dade Technical College

Standard 6 Physical Resources and Technical Infrastructure

1. A plan that addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed, is maintained, and includes, if applicable, distance education infrastructure.	YES
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2. The technology used by the institution to deliver services and, if applicable, program content to students meets the needs of the students without creating barriers to student support or learning.	YES
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3. A plan for ongoing operation and maintenance of all physical facilities, technical infrastructure and, if applicable, distance education infrastructure, has been developed and is in use.	YES
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The operation and maintenance plan addresses:

4. Personnel;	YES
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5. Equipment and supplies;	YES
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6. Relevant state law;	YES
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7. Applicable federal codes and procedures;	YES
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8. Availability of the plan to employees and students; and,	YES
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9. Annual evaluation of the plan (and revised as necessary).	YES
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10. Physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, rest rooms, lounges, meeting rooms, parking, etc.	YES
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11. A written plan for assuring the health and safety of the institution's employees, students, and guests is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents .	YES
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The health and safety plan:

12. Has been distributed to employees;	YES
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13. Is available to students; and,	YES
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14. Is evaluated annually with input from employees and students (and revised as necessary).	YES
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15. A plan for the protection of the institution's technical infrastructure is in use.	YES
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A plan for the protection of the institution's technical infrastructure:

16. Ensures the privacy, safety, and security of data contained within institutional networks;	YES
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17. Ensures computer system and network reliability whether provided directly by the institution or through contractual arrangements;	YES
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18. Ensures emergency backups for all technical services whether provided directly by the institution or through contractual arrangements;	YES
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19. Is evaluated annually (and revised as necessary); and,	YES
--	-----

20. Basic information about the plan is available to the administration, faculty, staff, and students, upon request.

YES



Standard 7 Financial Resources

Submitted on 2021-02-18 21:04:01
by Oscar DeLEON, South Dade Technical College

Standard 7 Financial Resources

1. A qualified financial officer or department oversees the financial and business operations of the institution.	YES
2. Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner.	YES
3. The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of all students enrolled.	YES
4. The institution considers its financial resources as a basis for strategic planning.	YES
5. The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements.	YES
6. The institution exercises proper management, financial controls, and business practices.	YES
7. Persons handling institutional funds or revenues from any source are bonded or are covered under an employee-dishonesty insurance policy.	YES
8. Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.	YES
9. Qualified personnel are responsible for proper record-keeping, reporting, and auditing.	YES
10. The institution has reported all contingent liabilities in a timely manner. (See the definition for 'contingent liability'.)	YES
11. To satisfy Commission reporting requirements, the institution has submitted notices and copies of all lawsuits filed against the institution within 5 days of being served.	YES
12. Compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements is maintained, including compliance with default management and audit benchmarks.	YES
13. A written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with available lenders is utilized.	YES
14. Students are informed of their ethical responsibilities regarding financial assistance.	YES
15. The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability.	YES
16. To document financial stability, the institution submits financial information required by the Council as described in the Handbook of Accreditation on an annual basis. For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years that include composite score worksheets prepared by an independent CPA. The first of those two years may be the audited financial statement submitted with the institution's candidacy application and the second audited financial statement must represent activity while the institution is in candidate status. (Restated/revised audited financial statements will not be accepted without third-party certification.)	NA
The institution demonstrates financial stability through submission of the most recent audited financial statement that reflects:	
17. A minimum, unrounded composite score of 1.5 for the two most recent fiscal years as disclosed on a composite score worksheet included in the audit report; and,	YES

18. No condition or event which could potentially affect the institution's ability to continue operation, including but not limited to, contingent liabilities, on-going litigation, or the financial stability of a parent corporation.	YES
19. The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.	YES
The following elements are present and indicative of a fair and equitable refund policy:	
20. The institution's refund policy is published in the catalog and uniformly administered.	YES
21. Refunds, when due, are made without requiring a request from the student.	YES
22. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.	YES
23. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.	YES
24. The institution complies with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board.	YES



Standard 8 Human Resources

Submitted on 2021-02-18 21:05:24
by Oscar DeLEON, South Dade Technical College



General

Submitted on 2021-02-18 21:04:15
by Oscar DeLEON, South Dade Technical College

Standard 8 Human Resources - General

- | | |
|---|------------|
| 1. Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution. | YES |
| 2. The institution has published and implemented procedures for handling complaints/grievances from faculty and staff that are consistent with the policies of the institution's governing board including complaints/grievances filed against the institution's chief administrator, if any. | YES |
| 3. Procedures have been developed for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation. | YES |
| 4. Orientation procedures for all employees are maintained and followed equitably. | YES |



Faculty

Submitted on 2021-02-18 21:04:42
by Oscar DeLEON, South Dade Technical College

Standard 8 Human Resources - Faculty

1. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.	YES
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Each faculty member possesses:

2. At least a high school diploma (or its equivalent);	YES
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3. Expertise in the area of responsibility that is actively maintained; and,	YES
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4. A record of performance that reflects work-based standards as interpreted by the institution.	YES
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5. Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.	YES
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6. Faculty members who teach general education courses in associate degree programs hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in these courses.	YES
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7. Faculty members who teach technical courses in associate degree programs have a minimum of an associate degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered in lieu of formal academic requirements.)	YES
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8. For all coursework delivered via distance education: Instructors involved in distance education delivery of instruction must be employees of the institution (full-time, part-time, or adjunct).	YES
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9. For all coursework delivered via distance education: The institution provides training for faculty who use technology in distance education courses and programs.	YES
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10. Documentation is available to demonstrate that the institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.	YES
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11. Documentation is available to demonstrate that each faculty member in a technical field maintains contact with employers in the technical field through annual visitations and personal contact.	YES
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Administrative and Supervisory Personnel

Submitted on 2021-02-18 21:05:00
by Oscar DeLEON, South Dade Technical College

Standard 8 Human Resources - Administrative and Supervisory Personnel

1. The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and to oversee the operation of its programs and services.

YES

2. Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.

YES



Instructional Support Staff

Submitted on 2021-02-18 21:05:09
by Oscar DeLEON, South Dade Technical College

Standard 8 Human Resources - Instructional Support Staff

1. The institution has a sufficient number of instructional support staff members to fulfill its mission and deliver its programs.

YES

2. Personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed.

YES

3. Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.

YES



Non-Instructional Support Services

Submitted on 2021-02-18 21:05:21
by Oscar DeLEON, South Dade Technical College

Standard 8 Human Resources - Non-Instructional Support Services

1. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.	YES
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2. Preventative maintenance services are provided to ensure continued operation of the facilities.	YES
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Standard 9 Organizational Structure

Submitted on 2021-02-18 21:06:00
by Oscar DeLEON, South Dade Technical College

Standard 9 Organizational Structure

1. The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control.	YES
2. If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.	YES
3. The authority for implementation of the governing body's policies is delegated to a chief administrator, who is responsible for the institution's operation.	YES
4. The chief administrator is the official of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission's point of contact with the institution, including branches, if any.	YES
5. An organizational chart is available that shows the functional relationships among the personnel of the institution.	YES
6. The organizational structure is designed to promote the effective operation of educational programs and institutional services for students.	YES



Standard 10 Student Services and Activities

Submitted on 2021-02-18 21:07:07
by Oscar DeLEON, South Dade Technical College

Standard 10 Student Services and Activities

1. The institution provides academic advisement services to assist students in planning for the occupational education programs they seek to pursue.	YES
2. Tests or other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program admissions services to students.	YES
3. If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education to maintain a plan.	YES
4. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.	YES
5. The institution has a written plan for addressing retention of students.	YES
The institution's written plan for addressing retention of students:	
6. Includes input from faculty and students;	YES
7. Is evaluated on an annual basis (and revised as necessary); and,	YES
8. Addresses how results are shared with faculty and staff.	YES
9. The institution has published and implemented grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook.	YES
10. The Commission's mailing address, telephone number, and website address are included within the grievance policy for cases where the grievance is not settled at the institutional level.	YES
11. Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.	YES
12. The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution.	YES
13. A designated staff member is responsible for maintaining official files and records of students.	YES
14. Written procedures for access to student coursework, testing, and records are established to protect their confidentiality, limiting access to authorized personnel only.	YES
15. Period of enrollment, financial, academic, and current educational progress records are available at the institution.	YES
16. The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment.	YES
17. Preserving and protecting student coursework, testing, and records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions.	YES

18. The institution is responsible for any reasonable accommodation of students who are identified to have special needs.	YES
19. The institution provides placement services for all program completers.	YES
20. The institution demonstrates that it is following a written plan for placement services.	YES
The institution demonstrates that it is following a written plan for placement services that includes:	
21. Identification of responsibilities for coordination of placement services;	YES
22. A communications network that exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service area;	YES
23. File/listing of employers and employment opportunities;	YES
24. Counseling of students;	YES
25. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission;	YES
26. Evaluation on an annual basis (and revision as necessary); and,	YES
27. Description of how evaluation results are shared with faculty and staff.	YES
28. The institution has a written plan for determining the effectiveness of student services.	YES
The institution ensures that the written plan for determining the effectiveness of student services:	
29. Identifies responsibilities for coordination of student services;	YES
30. Provides for the counseling of students;	YES
31. Is evaluated on an annual basis; and,	YES
32. Addresses how evaluation results are shared with faculty and staff.	YES



Criteria for Publications

Submitted on 2021-02-18 21:08:15
by Oscar DeLEON, South Dade Technical College

Criteria for Publications

1. Institutional mission;	YES
2. Admission requirements and procedures;	YES
3. Policy on the transfer of students between programs within the institution	YES
4. Policy on the transfer of students from other institutions	YES
5. Policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution	YES
6. Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated;	YES
7. Program completion requirements, including length of time required to obtain certification of completion;	YES
8. Faculty (full-time and part-time listed separately) with degrees held and the conferring institution;	YES
9. Description of institutional facilities readily available for educational use;	YES
10. Rules and regulations for conduct;	YES
11. Tuition, fees, and other program costs;	YES
12. Opportunities and requirements for financial aid;	YES
13. Avocational programs/courses are neither accredited by the Council, nor qualify students to receive Title IV financial aid (such as ESL programs)	YES
14. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment;	YES
15. National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered;	YES
16. Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described;	YES
17. Grading system;	YES
18. Academic/School Calendar;	YES
19. Street address and telephone number of each campus of the institution (main campus and each additional permanent site);	YES
20. Institution's student grievance procedure which includes the Commission mailing address, telephone number, and web site address.	YES



Completion, Placement, and Licensure

Submitted on 2021-02-19 15:19:21

by Oscar DeLEON, South Dade Technical College

312800 - South Dade Technical College - South Dade Skills Center Campus - Post Secondary

Reporting Period: 04/12/2019 - 04/07/2020

Program Name	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Air Conditioning, Refrigeration and Heating Technology 1 - Active Program Produced Graduates - Licensure Not Required	10	14	24	6	2	16	18	2	14	16	0	-	-	-	0	0	2	0	0	16	18	89	100	88	89	-
Air Conditioning, Refrigeration and Heating Technology 2 - Active Program Produced Graduates - Licensure Not Required	3	6	9	5	1	3	4	1	3	4	0	-	-	-	0	0	0	0	0	3	4	75	100	100	100	-
Automotive Service Technology 1 - Active Program No Graduates Produced -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Automotive Service Technology 2 - Active Program Produced Graduates - Licensure Not Required	6	0	6	0	5	1	6	5	1	6	0	-	-	-	0	0	0	0	0	1	6	17	100	100	100	-
Cosmetology - Active Program No Graduates Produced -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Early Childhood Education - Active Program No Graduates Produced -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facials Specialty - Active Program Produced Graduates - Licensure Required	0	21	21	0	2	19	21	2	11	13	0	3	19	19	0	5	0	0	8	11	13	90	100	100	100	100
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) - Active Program No Graduates Produced -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 - Active Program No Graduates Produced -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Assisting - Active Program Produced Graduates - Licensure Not Required	22	23	45	17	4	24	28	4	21	25	0	-	-	-	1	1	1	0	2	22	26	86	100	95	96	-
Nails Specialty - Active Program Produced Graduates - Licensure Required	2	36	38	0	3	35	38	3	27	30	0	5	30	30	1	1	1	0	7	28	31	92	100	96	97	100
Pharmacy Technician NEW - Active Program Produced Graduates - Licensure Required	12	18	30	16	3	11	14	3	5	8	0	6	3	2	0	0	0	0	6	5	8	79	100	100	100	67
Campus Totals	55	118	173	44	20	109	129	20	82	102	0	14	52	51	2	7	4	0	23	86	106	84	100	95	96	98

Institution Totals - Post Secondary Programs

Reporting Period: 04/12/2019 - 04/07/2020

	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-Graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Items 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
312800 - South Dade Technical College - South Dade Skills Center Campus	55	118	173	44	20	109	129	20	82	102	0	14	52	51	2	7	4	0	23	86	106	84	100	95	96	98
Grand Totals	55	118	173	44	20	109	129	20	82	102	0	14	52	51	2	7	4	0	23	86	106	84	100	95	96	98



Final Affirmation

Submitted on 2021-02-19 15:24:03
by Oscar DeLEON, South Dade Technical College

Final Affirmation

I certify that all the information contained in this application is true and correct.

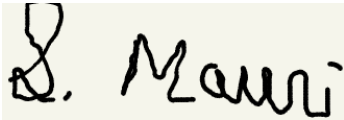
Name

Susana Mauri

Date

02-19-2021

Signature of Chief Administrator

A handwritten signature in black ink on a light yellow background. The signature appears to be "S. Mauri" written in a cursive, slightly stylized font.