

**Before You Say Yes:
What Every Institutional
Accreditation Liaison (AL) Needs To
Know**

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Georgia Gwinnett College
Lawrenceville, GA**

2018 SACSCOC Annual Meeting

Let's Find Out About Our Attendees Today

- ✓ Currently serving as their Institutional Accreditation Liaison - # yrs
- ✓ Volunteered to serve in this role vs selected/highly encouraged to serve
- ✓ Have organized or participated in an on-site visit
- ✓ Currently part of a team preparing a 5th Year Interim Report or Reaffirmation Report
- ✓ Have a site visit coming up within the next year
- ✓ Have no idea what to do



No Secrets – Just The Facts

- Why is an Institutional Accreditation Liaison Important To Your Institution?
- What Are the AL's Duties & Responsibilities?
- How Does the AL Contribute to Compliance With SACSCOC Principles and Policies?
- Who Do I Contact When I Have Questions?



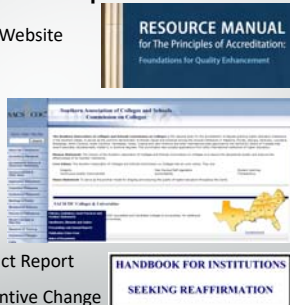
Your Most Important Role



Serve as your institution's official representative for all accreditation matters!

You Must Be The Expert

- How to Navigate the SACSCOC Website
- SACSCOC Resource Manual
- The Reaffirmation Process
- Compliance Certification Components
- What's Involved with an On-Site visit
- What's Required in a QEP Impact Report
- How & When To Report Substantive Change



It's Your Job To...

- Serve as the institution's contact person for Commission.
- Interpret for the institution the policies and procedures of the Commission and answer questions about accreditation.
- Coordinate the preparation of the Institutional Profile for General Information and Enrollment (January) and Financial Profile (July) Reports.
- Ensure Commission dues, fees and visit expenses are paid promptly.
- Notify the Commission in advance of substantive changes and program developments in accordance with Commission policies.

Important To Know

Institution Classification:

- Track A - Associate and Bachelor's degrees (Undergraduate only)
- Track B - Undergraduate and Graduate Degrees or just Graduate degrees

Institution Level - Highest Degree Offered

- Level I - Associate's degree
- Level II - Bachelor's degree
- Level III - Master's degree
- Level IV - Specialist's degree
- Level V - Doctorate in 3 or fewer disciplines
- Level VI - Doctorate in 4 or more disciplines



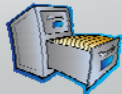
Dates To Know

- Last Date of Reaffirmation
- Next Reaffirmation Year - Class Of...
- Reaffirmation Report Due
- Reaffirmation Committee Visit Date
- Focused Report Due Date
- Fifth-Year Interim Report Due Date
- Substantive Change Deadline Dates
- Annual Meeting Date & Location
- Summer Institute Date & Location



Other Important Responsibilities

- Coordinate the preparation of special reports requested by the Commission.
- Maintain all correspondence and official documents.
- Communicate any changes in president/CEO or accreditation liaison.
- Develop and coordinate accreditation visits and schedules.
- Attend the Annual Meeting in order to stay informed of Commission changes.
- Serve on a peer review team, when invited.



Familiarization of Campus Constituents With Commission Policies and Their Impact on Institutional Policy Development

This can be accomplished by:

- Participating in institutional and departmental meetings to keep faculty, staff, and administrators abreast of changes.
- Making sure campus programs and committees such as curriculum notify you of any proposed or new additions to the programs of study.



Additional Duties To Engage Your Campus

- Remind deans and department chairs to notify you of new off-campus instructional sites or new on-line programs.
- Remind administrative staff on the importance of keeping faculty credential files up-to-date.
- Be sure compliance is embedded in the evaluation process at your institution.
- Encourage faculty to attend the Summer Institute to become more knowledgeable about the Commission.
- Ensure new and revised institutional policies address Commission standards where required.



Ensuring Compliance With SACSCOC Principles and Policies

First and foremost...

Know what institutional policies and procedures are required to comply with Commission standards and ensure these policies are in place, reviewed and up-to-date.

*"Implicit in every standard mandating a policy or procedure is the expectation that the policy or procedure is **in writing** and has been **approved** through appropriate institutional processes, **published** in appropriate institutional documents **accessible** to those affected by the policy or procedure, and **implemented** and **enforced** by the institution."*

*Resource Manual for The Principles of Accreditation
Appendix A - Chart of Standards – Column 7*

Ensuring Compliance With SACSCOC Principles and Policies



Further....

- Attend Annual Meeting, workshops and participate in substantive change webinars to learn about compliance requirements and changes.
- Understand and follow the procedures for reporting Substantive Change in a timely manner.
- Communicate frequently with institutional administrators to be sure audits are scheduled to meet deadlines for compliance reports.
- Communicate with non-academic units/departments to ensure institutional website data is accurate and accessible.
- Be in the know about what's happening on campus – new courses, online-course expansion, new programs, changes in leadership, new off-site teaching sites, etc.

Understand the Reaffirmation Process

- Leadership Orientation at Annual Meeting (2 yrs out)
- Optional Staff Advisory Visit Before Report Is Due
- Compliance Certification Due September - April
- Off-Site Reaffirmation Team Review
- Institution Selects QEP Evaluator
- Focused Report In Response to Off-Site & QEP mailed to On-Site Reaffirmation Team (6 weeks in advance of visit)
- On-Site Reaffirmation Visit
- SACSCOC Board of Trustees Decision (June or December)

Fifth-Year Interim Report Process

- Institution notified of due date 1 year out
Track A due September – Reviewed in December
Track B due in March – Reviewed in June
- Institution completes report (5 parts)
 - I. Signature attesting to integrity
 - II. Institutional Summary Form
 - III. Fifth-Year Compliance Certification (22 standards)
 - IV. Fifth-Year Follow-up Report (If requested by Board)
 - V. QEP Impact Report (10 pages)
- Review of off-campus instructional sites initiated since last reaffirmation but not reviewed by a committee.

Fifth -Year Interim Report Process cont.

- Fifth-Year Interim Report and QEP Impact Report submitted to SACSCOC (8 copies – print or electronic)
- Reports reviewed by Committee on Fifth-Year Interim Reports
- Compliance Report: Accept or require Monitoring Report for non-compliance of standards
- QEP: Accept or refer to Committee on Compliance & Reports (C&R) for additional report within 12 months documenting progress



Notification to the Commission in Advance of Substantive Changes

When Initiating:

- A branch campus
- A consolidation or merger
- New programs at the current level that are significantly different
- Certificate or degree at a more advanced level or lower Level
- An off-campus site where 50% or more of the credits can be earned toward a degree
- A change on governance, form of control or ownership of the institution.....

Contact Your SACSCOC VP



- If you need help finding a Commission policy or determining a process to follow.
- When questions arise you can't answer.
- To ensure compliance.
- Always provide copies of correspondence to your VP when contacting other Commission staff.
- When attending the Annual Meeting or Summer Institute get to know them.

Other Resources

- SACSCOC.ORG website – Always check for updates
- Get To Know Other AL's to Network
- Visit the Resource Room at the Annual Meeting
- Accreditation in Southern Higher Education List Serv
ACCSHE@LISTSERV.UHD.EDU

ACCSHE@LISTSERV.UHD.EDU

From: Accreditation in Southern Higher Education
<ACCSHE@LISTSERV.UHD.EDU>
Sent: Tuesday, October 23, 2018 9:57 AM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: [ACCSHE] QEP Assessment Plan

Hello Colleagues,
Would you any of you who recently went through review be willing to share examples of QEP assessment plans? I am looking for models that were successfully reviewed or revised after feedback from the review committee. Feel to share off list if you wish.

ACCSHE@LISTSERV.UHD.EDU

From: Accreditation in Southern Higher Education
[mailto:ACCSHE@LISTSERV.UHD.EDU]
Sent: Tuesday, October 16, 2018 9:18 AM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: [ACCSHE] Fifth Year Interim Report

Good morning,

We are currently writing our Fifth Year Interim Report and it is due in September 2019. Have those of you who have written a fifth year report due in September used the previous year's catalog or the catalog that will be used in the year in which we submit our report? Or does it matter as long as we pick either 2018-2019 or 2019-2020?

Thank you for your input.

ACCSHE@LISTSERV.UHD.EDU

From: Accreditation in Southern Higher Education [mailto:ACCSHE@LISTSERV.UHD.EDU] **On Behalf Of** Kevin W. Sightler
Sent: Tuesday, October 16, 2018 12:55 PM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: [ACCSHE] Substantive Change Workshop - San Antonio - Nov 2

SACSCOC is offering a face-to-face substantive change workshop on **Friday, Nov. 2, in San Antonio, Tex.** This one-day workshop is designed as an introduction for **new liaisons** and a **refresher** for those with experience. For more information including learning objectives and online registration, visit <http://www.sacscoc.org/Substantivechangeworkshops.asp>. There is **no fee** to attend but **registration** is required and **space is limited**. Question? Contact Ms. Ida Young at iyoung@sacscoc.org.

Kevin W. Sightler, Ph.D.
 Director of Substantive Change
 Southern Association of College and Schools
 Commission on Colleges

ACCSHE@LISTSERV.UHD.EDU

From: Accreditation in Southern Higher Education [mailto:ACCSHE@LISTSERV.UHD.EDU]
Sent: Wednesday, November 14, 2018 3:11 PM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: [ACCSHE] Evaluation of Faculty Credentials

Does anyone have experience with faculty credentials from The American University in Cairo. It appears this institution is accredited by Middle States Commission on Higher Education. But, does this accreditation status remove the need for the credentials to be evaluated?

From: Accreditation in Southern Higher Education [mailto:ACCSHE@LISTSERV.UHD.EDU] **On Behalf Of** Steven Sheeley
Sent: Wednesday, November 14, 2018 3:16 PM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: Re: [ACCSHE] Evaluation of Faculty Credentials

Is the transcript in English? And is it a degree which makes sense within the American system of graduate degrees? The usual reason for having transcripts from international institutions evaluated by a third party is to have an expert opinion regarding the equivalency of the degree/coursework to an American degree/coursework. You may still need to do so in this case – even with Middle States accreditation – if the transcript doesn't make sense to your academic folks or to a group of peer reviewers. If it does, I probably wouldn't worry spend the money for a third-party evaluation.

ACCSHE@LISTSERV.UHD.EDU

From: Accreditation in Southern Higher Education [mailto:ACCSHE@LISTSERV.UHD.EDU]
Sent: Tuesday, September 11, 2018 1:00 PM
To: ACCSHE@LISTSERV.UHD.EDU
Subject: [ACCSHE] Position Opening - UT Arlington - Director of Assessment & Accreditation

Colleagues,

The University of Texas at Arlington, located in the heart of the DFW metroplex, is seeking a Director of Assessment and Accreditation.

Please consider applying for this position or passing this information along to someone who you think might be interested. The full posting is attached or can be found by following this link: <https://uta.peopleadmin.com/postings/7161>.

Thank you,

QUESTIONS & COMMENTS



Cathy Hakes
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678-407-5875
