

Session CS-159 Hosting a Reaffirmation Visit with No Experience:  
A Career Hosting Rock Concerts Helped

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*Hosting a Reaffirmation Visit  
with No Experience: A Career  
Hosting Rock Concerts Helped*

Dr. Paul Fowler  
Director of Institutional Effectiveness and Accreditation Liaison  
Louisiana State University at Eunice  
Website: [www.lsu.edu/ie](http://www.lsu.edu/ie)  
[pfowler@lsue.edu](mailto:pfowler@lsue.edu)  
Session CS – 159

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Slide 1

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*How many of you*

- are new to accreditation?
- are an off-site reviewer?
- are an on-site reviewer?
- have a Tenth-Year Reaffirmation Site Visit coming up shortly (within a year or so)?
- are wondering about the connection between hosting concerts and a SACSCOC site visit?

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*My Background*

- **The University of Akron (Akron, OH)**
  - 1988-2004: Senior Lecturer, Developmental Mathematics, University College
  - 1994-1997: Instructor, Mathematics, Community and Technical College
- **Canton Palace Theatre Association (Canton, OH)**
  - 1990-2004: Technical Director
  - 1984-1989: Building Superintendent
  - 1978-1984: Volunteer, Theater Operations
- **Pro Football Hall of Fame Ribs Burn-Off**
  - 1998-2004: Entertainment Committee Technical Liaison for Production and Safety

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### My Background

- **2003: Ph.D. in Higher Education Administration, Kent State University**
- **Louisiana State University at Eunice**
  - 2004-2017: Director of Developmental Education (QEP – Pathways to Success and modular mathematics)
  - July 2012-present: Accreditation Liaison
  - July 2013-present: Director of Institutional Effectiveness
- **So it is around December 2011 and I am to be the Accreditation Liaison in six months**
  - [What is an Accreditation Liaison?](#)
  - What is a Track A Institution?
  - What is the difference between Compliance Certification and a Focused Report

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### Comparisons Pre-Event

<u>Professional Theater</u>	<u>SACSCOC Site Visit</u>
<ul style="list-style-type: none"><li>• Contract &amp; rider<ul style="list-style-type: none"><li>– Technical specifications</li><li>– Catering</li></ul></li><li>• Advance work on road &amp; local crew requirements</li><li>• Preparing building<ul style="list-style-type: none"><li>– Truck &amp; bus parking</li><li>– Show logistics</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Contract is Standards and institutional obligations<ul style="list-style-type: none"><li>– Meetings</li><li>– Writing responses</li></ul></li><li>• Advanced work<ul style="list-style-type: none"><li>– Communicating with the on-site committee</li><li>– Shipping documents</li><li>– Travel arrangements</li></ul></li><li>• Preparing campus</li></ul>

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### Comparisons Show Day

<u>Professional Theater</u>	<u>SACSCOC Site Visit</u>
<ul style="list-style-type: none"><li>• Weather and loading In</li><li>• Hospitality &amp; convenience</li><li>• Runners</li><li>• Stress – on call</li><li>• Surprises</li><li>• Safety and security</li><li>• Emergencies</li><li>• Performance Quality</li><li>• Audience</li></ul>	<ul style="list-style-type: none"><li>• Weather</li><li>• Hospitality &amp; convenience</li><li>• Runners – transportation</li><li>• Stress – on call</li><li>• Flexibility</li><li>• Safety – committee</li><li>• Emergencies</li><li>• Quality &amp; integrity</li><li>• Participants</li></ul>

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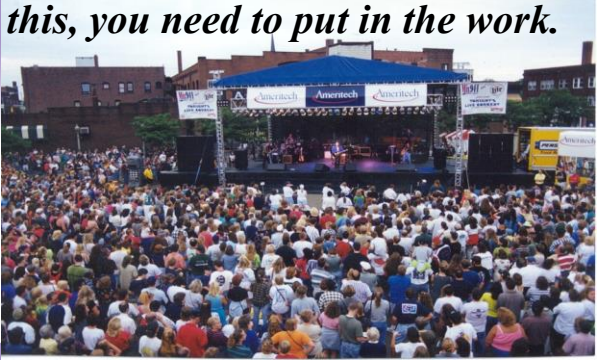
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*In other words, before you can do this, you need to put in the work.*



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### Comparisons Post Event

<u>Professional Theater</u>	<u>SACSCOC Site Visit</u>
<ul style="list-style-type: none"><li>• Weather &amp; loading out</li><li>• Safety</li><li>• Overall satisfaction – did people enjoy the show?</li><li>• Contractual follow up and payroll</li></ul>	<ul style="list-style-type: none"><li>• Seeing the committee leave – transportation</li><li>• Safety – vans and roads</li><li>• Overall satisfaction – any compliance issues?</li><li>• Six month follow up with committee chair</li></ul>

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### Tenth-Year Reaffirmation Process

- [SACSCOC.org](http://SACSCOC.org) is your friend
  - Institutional Resources
    - [Handbook for Institutions Seeking Reaffirmation](#)
    - [Resource Manual for the Principles of Accreditation...](#)
  - [Committee Resources](#)
  - SACSCOC Vice President
- Annual Meeting and Resource Room
- Visitors with an On-site Committee

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**SACSCOC**  
Southern Association of Colleges and Schools  
Commission on Colleges

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and other Southern and other institutional areas approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other recognized institutions of higher education.

**Mission Statement:** The mission of the Southern Association of Colleges and Schools Commission on Colleges is to assure the educational quality and improve the effectiveness of its member institutions.

**Care Values:** The Southern Association of Colleges and Schools Commission on Colleges has six care values. They are:

Integrity	Peer Review/Self-regulation	Student Learning
Continuous Quality Improvement	Accountability	Transparency

**Vision Statement:** To serve as the premier model for shaping and ensuring the quality of higher education throughout the world.

**SACSCOC Colleges & Universities**

Click on a state to view current SACSCOC Accredited and candidate Colleges & Universities. For additional information relating to College and University status, click on the link.

**2018 Annual Meeting**

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### Steps in the Reaffirmation Process

according to the [Handbook for Institutions Seeking Reaffirmation](#) (pp. 14-15)  
Also, see the [Time Line for Reaffirmation Tracks](#)

- **Two Year Process – do not wait for notification!**
- **Preparation (for Track A Reaffirmation Year 2020):**
  - Orientation meeting (January 26, 2018)
  - Advisory visit with SACSCOC VP (optional)
- **Off-site Review**
  - [Institutional Summary Form](#) (ISF) (Due March 1, 2019)
  - Compliance Certification (Due March 1, 2019)
  - Off-site Report Issued (Conducted April 23-26, 2019)
  - Reviewed with SACSCOC VP

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### Steps in the Reaffirmation Process

- **On-site Materials (due to committee six weeks before On-site Visit September 16 – November 15, 2019)**
  - Updated ISF
  - **Original Compliance Certification** Document and Focused Report (if applicable)
  - Quality Enhancement Plan (QEP)
  - Catalog
  - Written response to Third Party comments (if applicable)
  - Response to requests for information from the chair
- **Review SACSCOC Board of Trustees Review (June 8-11, 2020)**
  - Response to Committee Report even if there are no recommendations typically due six months after the site visit

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**Track A – Typical Schedule for Site Visit**  
*(schedules often can and do change)*

- **Monday – might be an all day event**
  - Committee arrives and meets for the first time at dinner
  - Visit off-site locations (if applicable)
- **Tuesday – 8 am until 10 pm?**
  - Morning – committee meets at hotel
  - Travel to institution – welcome and then meetings
  - Visit off-site locations (if applicable)
  - Working lunch – meetings
  - Afternoon – additional meetings
  - Just prior to dinner – committee chair meets with president
  - Dinner
  - Committee will meet and write narratives

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**Track A – Typical Schedule for Site Visit**  
*(continued)*

- **Wednesday focuses on QEP – 8 am until 11 pm (or later)**
  - Morning – committee meets at hotel
  - Travel to institution – may conclude meetings related to Standards, but there is usually a meeting on the QEP
  - Working lunch with faculty, staff, and students
  - Afternoon – may be additional meetings on QEP
  - Just prior to dinner – committee chair meets with president
  - Dinner
  - Committee meets and complete draft report
- **Thursday first thing in morning**
  - Meeting announcing results and any findings or recommendations
  - Committee usually leaves immediately for airport

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**LSU Eunice Timeline**

- **December 2011: Decided the following:**
  - Internal logistics such as timeline, format, and style
  - Used a vendor to organize Standards and attachments (one Standard had 400+ links to 200 documents for planning)
  - Reporting method – can use paper or electronic
  - We decided NOT to hire a consultant
- **January 31, 2012: Orientation Meeting in Atlanta, Georgia**
- **February 2012: Begin writing (had a schedule)**
- **March 15, 2013: Compliance Certification due at SACSCOC**
- **July 2013: SACSCOC VP Advisory Visit**
- **October 4, 2013: On-site Committee materials sent**
- **November 19-21, 2013, On-site visit**

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### Approach to Writing Standards

- Integrity
- Convenience for reviewers (attachments should not be sideways...highlight)
- Keep in mind that reviewers know nothing about your institution or state
- Read entire Standard and answer all questions
- Keep in mind that
  - some Standards have a policy and/or template
  - some Standards require an institutional policy
  - Being found noncompliant on a Core Requirement is a problem

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### Approach to Writing Standards

- When in doubt...document everything
  - State laws
  - Institutional policies and records
  - Institutional meeting minutes
  - Be careful of scanning documents due to file size
  - Remove sensitive information
- Use on-campus readers (English faculty)
  - Parallel language
  - Style

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### Approach to Developing the QEP

- LSUE Website is: <http://www.lsue.edu/qep2014/index.php>
- Timeline was 18 months – not enough time
- Involved all campus constituencies
- Several years of planning data used
- Written as a research paper
- January 2012: Meetings to brainstorm topics resulting in 43 broad topics – narrowed to 7 common themes
- Summer 2012: Student retention emerged as topic – possible compliance issues with Core Requirement 2.12 and student learning
- Students not being retained were not successful in DE mathematics

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## *Approach to Developing the QEP*

- Fall 2011: Mathematics faculty were working toward “flipping” the DE mathematics classroom (from face-to-face to modular)
- December 2012: Mathematics faculty became aware that DE mathematics might become QEP
- January 2013: Topic decided by QEP Committee
- Spring 2013: Committee wrote document
- Summer 2013: Accreditation Liaison and Leadership Team edited
- September 2013: Committee made final edits
- September – October 2013: Presentations made to various campus constituencies

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## *Hospitality and Travel*

- Work with committee chair – how is committee space at hotel and institution to be set up?
- Committee members not permitted to discuss findings
- Accreditation Liaison Travel Agency!
- [Information Outline for a Committee Visit](#) (travel form)
  - Emergency contact information
  - Institutional contact numbers
  - Transportation including flight numbers and airport code
  - Room accommodations
  - Dietary Needs including allergies
  - Technology needs

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## *On-Site – Preparing Institution*

- Pick and choose students and faculty
- Not a time to air local issues
- Quality Enhancement Plan
- Do not have one person answer all questions
- Runners to take committee members to meetings
- What to expect
- Dress

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### ***On-Site – Transportation & Weather***

- Pick up committee members at airport
- Do not leave a committee member stranded
- Safety both for driver and committee members getting in and out of van
- Driver should know area (hotel, airport, institution, restaurants)
- Plan for weather – have umbrellas available
- Help with luggage
- Water in van

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### ***On-Site – Meals***

- Allergies or special diets
- Alcohol aside, committee members should not pay for own meals
- Working meals at lunch and in evening
- Evening meals should not be too long
- Do not leave committee members stranded
- Do not restrict meals

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### ***On-Site – Hotel & Name Tags***

- Take care in choice of hotel
- Gifts and preferred snacks
- Welcome from president and local favorite snacks
- Institutional member on call (phone calls may come after 11 pm)
- Wireless
- Team members should not book or pay for own hotel
- Name tags
  - Committee members – place in hotel rooms
  - All institutional personnel who will come into contact with them (including students)

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### *On-Site – Conference Room*

- Committee's office at hotel and institution
- All committee meetings discussions are confidential
- Institution members should not walk in conference room without permission
- Rooms should be kept locked, but committee members should have access
- Preferred snacks and drinks in conference room
- Office supplies and commercial shredder

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### *Tips for Success*

- Do not wait for notification to begin writing
- If you question whether something needs documented – it does and provide more than one example (do not provide blank forms as examples)
- Honesty and integrity
- Provide what the committee asks for
- Prepare for the unexpected
- Do not become defensive
- Are institution and hotel located correctly by mapping Websites?
- Remember – the committee does not know you
- Be flexible – the schedule will change

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### *Thank you for your time*

### *Any Questions?*



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