



## Frequently Asked Questions for Committee Members

### 1. When will I receive information related to the visit?

You should begin to receive information from the Commission offices, the Committee Chair, and the institution 4-8 weeks in advance of the On-Site visit or Off-Site meeting. The Committee Chair will contact you regarding the work of the committee and schedule a conference call to get the group started.

### 2. Who makes the travel arrangements?

Each Committee member is responsible for making his/her own travel arrangements. The Commission encourages Committee Members to use [Travel Incorporated](#), when making airline reservations, but individuals are at liberty to choose the service provider that best meets their needs. Please keep track of your expenses and submit them to the Commission staff member's office **after** you return from the visit on the voucher form provided in the packet of information that you receive.

#### Off-Site Review Committee (meeting in Atlanta)

You will receive information from the Commission about the Committee's schedule. Please plan your travel so that you have plenty of time to arrive for the general orientation session, and do not plan to leave until after the Committee's work is done on the second day.

#### All Other Committees (traveling to campus or institution's off-campus site)

You will receive an "Information Outline for a Committee Visit," which will provide the necessary details regarding the opening meeting of the Committee and the Exit Conference. Begin making your arrangements as soon as you receive that document. Please plan your travel so that you have plenty of time to arrive before the opening meeting and do not plan to leave until after the Exit Conference.

Once you have made travel plans, please communicate your itinerary to the institutional contact listed on the "Information Outline for a Committee Visit." Often someone from the institution will email you asking for your itinerary. The institution will normally make arrangements to provide transportation for committee members both to and from the airport.

### 3. Do I need to make hotel reservations?

#### Off-Site Review Committee (meeting in Atlanta)

The Commission will arrange hotel accommodations; be sure to complete and return the "Housing Reservation" form you receive from the Commission.

All Other Committees (traveling to campus or an institution's off-campus site)

Usually, the institution will already have made hotel reservations for you. Consult the "Information Outline for a Committee Visit" for the name and address of the committee's accommodations. In most cases, the institution will also have made arrangements to have the cost of accommodations directly billed to the institution. If you do find it necessary to pay for your hotel upon checking out, please submit those expenses as part of your expense voucher.

**4. I have special dietary needs. To whom do I direct my dietary requests?**

Off-Site Review Committee (meeting in Atlanta)

Please indicate your special needs on the "Housing Reservation" form that you receive from the Commission.

All Other Committees (traveling to campus or an institution's off-campus site)

The institution should communicate with the committee members shortly after receiving the committee roster to ask for this type of information. Please respond promptly to their request, as it will assist them in making local arrangements in a timely manner. Should you not receive such a communication, contact the institutional representative listed on the on the "Information Outline for a Committee Visit" to make your needs known.

**5. How do I get reimbursed for my expenses?**

The packet you received from the Commission included an expense voucher and an envelope addressed to the attention of the Commission staff member accompanying the committee. (Expense voucher forms can also be located on the SACSCOC website at: <http://www.sacscoc.org/expensevoucher.asp>.) Keep track of all your expenses directly connected to the visit, complete the expense voucher, attach **ALL receipts** including those for meals, and mail them to the Commission as soon as possible **after** the actual expenses are incurred. **NO REIMBURSEMENT WILL BE HONORED IF SUBMITTED AFTER 90 DAYS OF INCURRED EXPENSES.** In two-three weeks, you will receive a reimbursement check from the Commission.

**6. Can I be reimbursed for my flight prior to the meeting or visit?**

Please wait to submit one reimbursement request with all expenses listed **after** the meeting or visit.

**7. How many people are normally on a committee?**

The answer to this question depends on the type of committee on which you have agreed to serve. Substantive Change Committees may be as small as a Chair and two evaluators; Off-Site Committees generally have a Chair and eight evaluators.

**8. What are my writing responsibilities?**

The Chair or the SACSCOC staff member working with your committee will send you an Assignments document, which will map out writing assignments for the entire committee.

**9. Do I need to bring the institution's materials with me to the visit?**

Off-Site Review Committee

A complete set of documents for all institutions in the cluster will be available in the Committee's meeting room. There is no need for you to bring anything more than you can comfortably transport. Please remember that all institutional materials, whether you bring them or leave them at home, remain the property of the institution. You will be asked to leave anything you brought with you to Atlanta and to destroy all remaining institutional materials upon your return home.

All Other Committees (traveling to campus or an institution's off-campus site)

The institution will provide copies of the information for the visit either in the campus workroom, the hotel workroom, or both. There is no need for you to bring anything more than you can comfortably transport. Please remember that all institutional materials related to the visit, whether they accompany you or remain at home, remain the property of the institution. Leave what you brought with you and destroy all remaining institutional materials when you return home.

**10. Do I need to bring my own laptop?**

Off-Site Review Committee (meeting in Atlanta)

Committee meeting rooms will be equipped with a computer with internet access and a printer, but you may choose to bring your own computer, if you wish.

All Other Committees (traveling to campus or an institution's off-campus site)

The institution should communicate with you about your technology needs, and many institutions will plan to provide computers for committee members to use while on the visit. You may choose to bring your own computer, if you wish.

**11. I have other questions. Where do I go for answers?**

Questions often arise between the time you accept an invitation to serve on a committee and the time of the visit. The Commission staff members (Vice President and his/her support staff) always stand ready to help you find those answers. The Committee Chair is also a good source of information. Your questions are always welcome.