



DIRECTIONS FOR COMPLETION OF THE REPORT OF THE REAFFIRMATION COMMITTEE

For Off-Site and On-Site Reaffirmation Committees

Part I. Overview and Introduction to the Institution

For both the Off-Site and On-Site Reaffirmation Committees

- **Committee Names.** The official names for the two committees reviewing the institution for reaffirmation are the Off-Site Reaffirmation Committee and the On-Site Reaffirmation Committee.
- **Report Names.** The official name of the report rendered by the Off-Site Reaffirmation Committee is the *Preliminary Report of the Reaffirmation Committee*. The official name of the final report rendered by the On-Site Reaffirmation Committee is the *Report of the Reaffirmation Committee*. This Report represents a convergence of the work of the Off-Site and On-Site Reaffirmation Committees.
- **Responsibility for Final Report.** The On-Site Reaffirmation Committee has final authority over all aspects of the final report, the *Report of the Reaffirmation Committee*.

For the Off-Site Reaffirmation Committee

In this section, include the following statement: “The report from the Off-Site Reaffirmation Committee represents the preliminary conclusions of the Committee based on the application of the *Principles of Accreditation* to information provided by the institution in its completed Compliance Certification. This report is forwarded to the institution and the On-Site Reaffirmation Committee. The institution will have an opportunity to respond to the Off-Site Reaffirmation Committee’s findings in a Focused Report that also will be sent to the members of the On-Site Reaffirmation Committee. The On-Site Reaffirmation Committee will conduct interviews, review on-site documents, update the preliminary report as appropriate, and approve a final *Report of the Reaffirmation Committee*. The Report and the institution’s response are forwarded to the Commission’s Board of Trustees for final action on reaffirmation of accreditation.”

For the On-Site Reaffirmation Committee

In this section, include the following statement (replacing the language included by the Off-Site Reaffirmation Committee): “The *Report of the Reaffirmation Committee* is the final committee analysis and report that includes the findings of the Off- and On-Site Reaffirmation Committees. It will be forwarded to the institution for a formal response. The report and the institution’s response are forwarded to the Commission’s Board of Trustees for action on reaffirmation of accreditation.”

In addition, briefly describe the nature of the institution and its history, e.g., control, enrollment, and student characteristics. Describe the purpose and scope of the committee visit – including a summary of the review of off-campus instructional sites and online programs, if applicable – and acknowledge the arrangements and hospitality extended by the institution. (Personal references may be included.)

Part II. Assessment of Compliance

Directions for Sections 1-14:

For the Off-Site Reaffirmation Committee

Check the appropriate box to indicate the Committee’s determination regarding the institution’s compliance or non-compliance and develop a comment in accordance with “Guidelines for Writing Comments for Committee Reports” available at www.sacscoc.org. Committee members should not copy/paste descriptive language provided in the Compliance Certification unless it is directly in support of the Committee’s conclusion and is presented within context of those conclusions.

For the On-Site Reaffirmation Committee

The On-Site Reaffirmation Committee is responsible for crafting the final report consistent with the following protocols.

Protocol 1 - Historical Record: The narratives of the Off-Site Reaffirmation Committee will be retained in the final report. The On-Site Reaffirmation Committee should not alter the Off-Site Reaffirmation Committee’s narratives except when deemed absolutely necessary.

Protocol 2 – Non-Duplicating Reviews: The narratives of the Off-Site Reaffirmation Committee supporting standards judged “compliant” normally do not need further review unless...

- a. the On-Site Reaffirmation Committee inadvertently discovers significant non-compliance while reviewing other standards,
- b. the standard is required to be reviewed by both the Off- and On-Site Reaffirmation Committees (see Protocol 3),

- c. a Third-Party Comment focuses on the particular standard, or
- d. the Off-Site Reaffirmation Committee’s narrative does not address all aspects of the standard in which case (1) the responsible cluster coordinator should immediately contact the cluster committee chair and get the situation corrected, or (2) if the deficiency remains after the report has been forwarded to the On-Site Reaffirmation Committee, that committee should conduct its due diligence and update/complete the narrative.

Protocol 3 – Standards Requiring Review by Off- and On-Site Reaffirmation Committee: All standards so noted must be reviewed on site regardless of the judgment rendered by the Off-Site Reaffirmation Committee. The function of the On-Site Reaffirmation Committee is to make an informed independent judgment regarding compliance.

- a. The Off-Site Reaffirmation Committee finds compliance for these standards, and the On-Site Reaffirmation Committee also finds compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and provides a succinct paragraph regarding the substance of its review.
- b. The Off-Site Reaffirmation Committee finds compliance for these standards, but the On-Site Reaffirmation Committee finds non-compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report; the On-Site Reaffirmation Committee conducts its review in accord with Commission practices, adds its findings and documentation, and then states its recommendation.
- c. The Off-Site Reaffirmation Committee finds non-compliance for these standards, and the On-Site Reaffirmation Committee also finds non-compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report; the On-Site Reaffirmation Committee conducts its review in accord with Commission practices, adds its findings and documentation, if needed, and then states its recommendation.
- d. The Off-Site Reaffirmation Committee finds non-compliance for these standards, and the On-Site Reaffirmation Committee finds compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation.

Protocol 4 – All Other Standards (except QEP):

- a. The Off-Site Reaffirmation Committee finds compliance for any other standard, and the On-Site Reaffirmation Committee also finds compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report.
- b. The Off-Site Reaffirmation Committee finds compliance for any other standard, but the On-Site Reaffirmation Committee finds non-compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report. If there is some appropriate triggering event, the On-Site Reaffirmation Committee will conduct its review in accord with Commission practices, add its findings and documentation, and then state its

recommendation.

- c. The Off-Site Reaffirmation Committee finds non-compliance for any other standard, and the On-Site Reaffirmation Committee also finds non-compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation, if needed, and then states its recommendation.
- d. The Off-Site Reaffirmation Committee finds non-compliance for any other standard, and the On-Site Reaffirmation Committee finds compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation.

Protocol 5 - Quality Enhancement Plan (Standard 7.2) when judgment is compliance:

Insert the following: “The institution satisfactorily addressed all components of this standard. See Part III for additional information.”

Protocol 6 - Quality Enhancement Plan (Standard 7.2) when judgment is non-compliance:

Insert the following: “The institution did not satisfactorily address component(s) *a, b, c, d, or e* of this standard.” Follow with the committee’s recommendation(s). Then conclude with “See Part III for additional information.”

Protocol 7 - Format for committee recommendations:

- a. **Body of report:** Number the recommendations consecutively and use the following standard format to set them apart from the narrative:

Recommendation 1: The On-Site Reaffirmation Committee recommends that

The words “**Compliance**” and “**Non-compliance**” should be eliminated from the final Report. For each standard/requirement, only narrative in support of compliance or a recommendation and narrative in support of non-compliance should be included.

- b. **Appendix C:** Number the recommendations consecutively and use the following standard format:

CR 13.1 (Financial resources), Recommendation 1

The On-Site Reaffirmation Committee recommends that....

Directions for “Additional Comments....”:

For the Off-Site or On-Site Reaffirmation Committee

Both Committees may make advisory and laudatory comments regarding the institution and either include them here or embed them in the comments for the respective Core Requirement or Standard. Committees no longer make formal **suggestions or commendations**.

Part III. Assessment of the Quality Enhancement Plan

For the On-Site Reaffirmation Committee

The On-Site Reaffirmation Committee is responsible for evaluating the QEP and confirming that it is part of an ongoing planning and evaluation process. The sections of Part III provide a framework (1) for analyzing the extent to which the institution has provided evidence that it is committed to a course of action that addresses a topic or issue to improve the quality of student learning and/or student success and (2) for providing advice and consultation to assist the institution in strengthening its QEP.

Directions for the first section:

Provide a very brief description of the Quality Enhancement Plan focusing on the main elements of the Plan.

Directions for the second section:

Use the indicators outlined in A-E to evaluate the QEP. Include recommendations and narrative as appropriate. Any recommendations related to the QEP will appear in three places in the *Report of the Reaffirmation Committee*: (1) in the Committee's narrative for Standard 7.2 (Quality Enhancement Plan), (2) in the Committee's narrative for the relevant section (A-E) of Part III, and (3) in Appendix C of the Report.

Directions for the third section:

Use this section to highlight strengths that have not been addressed above and to provide advice to assist the institution in strengthening its QEP.

Appendices

Appendix A: To be completed by both the **Off- and On-Site Reaffirmation Committees.**

Directions:

For the Off-Site Reaffirmation Committee, include the name, title, institution, city and state of each committee member and the SACSCOC Staff Coordinator.

For the On-Site Reaffirmation Committee, include the name, title, institution, city and state of each committee member and the SACSCOC Staff Representative.

Appendix B: To be completed by the On-Site Reaffirmation Committee.

Directions: List off-campus sites or distance learning programs visited physically or through electronic means and reviewed by the Committee. Include each site's street address, the programs offered, and a concise descriptive narrative. If any concerns arose that resulted in the Committee's making a recommendation, provide a parenthetical reference to the standard(s) cited.

Appendix C: To be completed by the On-Site Reaffirmation Committee.

Directions: List recommendations consecutively. Include the Core Requirement or Standard number; descriptor; recommendation number; and the recommendation narrative.

Example:

CR 13.1 (Financial resources), Recommendation 1
The On-Site Reaffirmation Committee recommends that....