



**The Role and Responsibilities of  
New Accreditation Liaisons**

**Annual Meeting 2019**

**Presented by:  
Dr. Charles A. Taylor  
Vice President**

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**TO BE A SUCCESSFUL  
ACCREDITATION LIAISON  
You Should Know ...**

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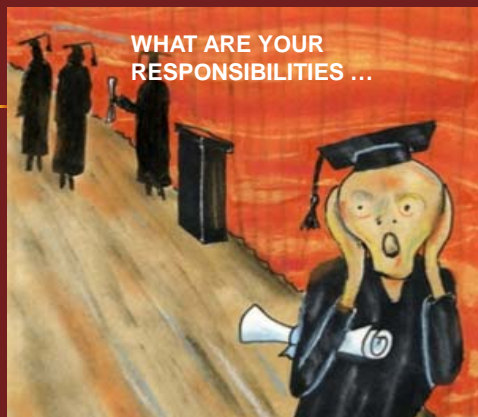
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**TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should Know ...**

In order to facilitate close and effective communication, the Commission has assigned a staff member to each candidate and member institution. This staff member establishes a working relationship with the leaders of the institution, consults with the institution during its reviews, answers questions or receives comments from the institution, maintains the Commission file on the institution, and, in general, develops a familiarity with the operations of the institution, to the extent possible.

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**TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should Know ...**

In Selecting the Accreditation Liaison: The Commission strongly recommends that the chief executive officer appoint as the institution's Accreditation Liaison a senior faculty member or administrator who reports directly to the chief executive officer and has a suitable degree of visibility on campus. The liaison should not be a consultant employed to assist the institution during its decennial review. All official communications from the Commission will continue to go to the chief executive officer.

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**TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should Know ...**

**THE SACSCOC GUIDELINES AND POLICIES. MORE IMPORTANTLY, THE VAST RESOURCES AVAILABLE TO YOU!**

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**TO BE A SUCCESSFUL ACCREDITATION LIAISON**  
**You Should Know ...**  
**RESOURCES AVAILABLE :**



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**TO BE A SUCCESSFUL ACCREDITATION LIAISON**  
**You Should Know ...**  
**RESOURCES AVAILABLE**

- **GUIDELINE:**  
*"The Accreditation Liaison"*
- **SACSCOC WEB PAGE**  
*Key links along the left side of the SACSCOC home web page with key content*

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**Responsibilities of the Accreditation Liaison**

- Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution

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**Key Links along the left side of the SACSCOC Home Web Page**

➤ *About the Commission*

- SACSCOC Board Members by State
- Commission Staff Roster
- SACSCOC Strategic Planning

➤ *Accrediting Standards*

- To gain or maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges <sup>10</sup>

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**Key Links along the left side of the SACSCOC Home Web Page**

➤ *Announcements & Other News*

- Formal posting of Board actions, special notices

➤ *Committee Resources*

- How to be added to our Evaluator Registry
- Templates of report documents used by committees
- Materials for SACSCOC committee members

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**Key Links along the left side of the SACSCOC Home Web Page**

➤ *Institutional Resources*

- Documents and resources useful for preparing materials to be submitted to SACSCOC for several types of reports and committees
- Timelines
- Details on 5th year reports
- QEP summaries dating back to 2007

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**Key Links along the left side of the SACSCOC Home Web Page**

➤ *Meetings & Events*

- Annual Meeting, Substantive Change Workshop, & Summer Institute info

➤ *Membership Directory*

- Database of SACSCOC member institutions (listing for your school & your SACSCOC Vice President)
- List of all member institutions (will give some useful details on number of institutions by state, level, etc.)

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**Key Links along the left side of the SACSCOC Home Web Page**

➤ *Recent Changes to Web Site*

- Annual Report, Complaint Procedures, Deadlines for Reports and Profiles
- Good way to see if a policy has changed

➤ *Research & Training*

- Committee Member Training Workshops &

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**OTHER RESOURCES on the SACSCOC Home Web Page**

➤ *Research and Training*

*Web-Based Evaluator Training Modules*

- ❑ *Finance*
- ❑ *Governance*
- ❑ *Institutional Effectiveness*
- ❑ *QEP*
- ❑ *Student Services*

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## Key Links along the left side of the SACSCOC Home Web Page

### ➤ *Policies & Publications*

- Policies, Guidelines, Good Practices and Position Statements
- Handbooks
- Publications Order Form

### ➤ *Recent Changes to Web Site*

- Good way to see if a policy has changed

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## Key Links along the left side of the SACSCOC Home Web Page

### ➤ *Substantive Change*

- One-stop page of Substantive Change policies, issues, questions, and answers

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## Responsibilities of the Accreditation Liaison

- Notifying the Commission **in advance** of substantive changes and program developments in accord with the substantive change policies of the Commission. (You are the Eyes and Ears Person for the institution )

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

➤ **Principle 14.2**

The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy.

***(Substantive Change)***

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

**Substantive Changes are**

- ❖ Initiating a branch campus.
- ❖ Initiating certificate or degree programs at a more advanced degree level.
- ❖ Initiating programs at a lower degree level.
- ❖ Initiating an off-campus site where students can earn 50% or more of credits toward a degree.

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

**Substantive Changes are**

- ❖ Initiating any change in legal status, governance, form of control, or ownership of the institution.
- ❖ Expanding the institution's programs at the current degree level through the addition of a significantly different program.
- ❖ Initiating a consolidation or merger.

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## Responsibilities of the Accreditation Liaison

- Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies ...
- Coordinating the preparation of the annual profiles and any other reports requested by the Commission

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## Responsibilities of the Accreditation Liaison

- Serving as a contact person for Commission staff. This includes encouraging institutional staff to route routine inquiries about the *Principles of Accreditation* and accreditation policies and processes through YOU, the Accreditation Liaison, who will contact Commission staff

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## Responsibilities of the Accreditation Liaison

- Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits
- Ensuring that Electronic institutional data collected by the Commission is accurate and timely. (Also maintaining list of Peer Evaluators from your Institution)

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**GENERAL DOCUMENTS on the SACSCOC Home Web Page**

- *Resource Manual for the 2018 Principles of Accreditation: Foundations for Quality Enhancement*

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**Responsibilities of the Accreditation Liaison**

- Maintaining a file of **ALL accreditation materials**: decennial review reports; accreditation committee reports; accreditation manuals, standards, and policies; **schedules of all visits; and correspondence from SACSCOC**

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**BOTTOM LINE**  
**You will be seen as the ...**

- Go-To Person for understanding SACSCOC Principles
- Person who knows current issues & policies at SACSCOC
- Contact person for SACSCOC staff
- Substantive Change watchdog
- Person involved in document preparation
- Makes sure correspondence is archived

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## INVOLVE YOUR CONSTITUENCIES – ACCREDITATION COMMITTEE



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## TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should Know ...

And Understand:

- The Reaffirmation Process
- The Compliance Certification Process
- The Fifth Year Report Process
- Resource Manual prepared by SACSCOC

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## TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should Know ...

- ❖ REAFFIRMATION YEAR !!
- ❖ COMPLIANCE CERTIFICATION DUE DATE!
- ❖ FOCUSED REPORT DUE DATE!
- ❖ REAFFIRMATION COMMITTEE VISIT DATES !!
- ❖ INSTITUTION RESPONSE DATE after visit
- ❖ SUBSTANTIVE CHANGE DEADLINE DATES
- ❖ FIFTH YEAR DEADLINE DATE

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**TO BE A SUCCESSFUL ACCREDITATION LIAISON**  
**You Should Know .....**

**HOW TO KEEP A POSITIVE ATTITUDE!!**



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**TO BE A SUCCESSFUL ACCREDITATION LIAISON**  
**You Should Know ...**




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**TO BE A SUCCESSFUL ACCREDITATION LIAISON**  
**You Should ...**

- Attend Planned SACSCOC Sessions (Small College Initiatives, Annual Meeting, Summer Institute, etc.)
- Review Peer Institutional Experiences
- Explore Observer Opportunities on Visiting Committees & be sure you are in the SACSCOC Evaluator Registry

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## TO BE A SUCCESSFUL ACCREDITATION LIAISON You Should ...

- TAYLOR TIP >>>>>
- Explore with your SACSCOC Vice President: ***Observer Opportunities*** on Visiting Reaffirmation Committees & be sure you are in the SACSCOC Evaluator Registry

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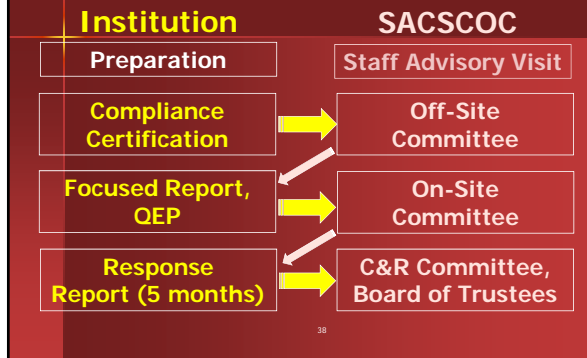
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## Reaffirmation Process




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## Documentation for Off-Site Review

- ❑ Institutional Summary Form
- ❑ Compliance Certification
- ❑ Catalog(s)
- ❑ Organizational Chart
- ❑ No Live Institution Web Links

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**Documentation for  
On-Site Review**

- ❑ QEP
- ❑ Focused Report
- ❑ Updated Institutional Summary Form
- ❑ Compliance Certification
- ❑ Catalog(s)
- ❑ Response to Third-Party Comments

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

AND PAY ATTENTION TO THE  
WORDING OF THE INTRODUCTION  
TO EACH OF THE SECTIONS OF THE  
*PRINCIPLES...*

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

**THE NEW *PRINCIPLES...***

**TAYLOR TIP >> LOOK & STUDY THE  
RESOURCE MANUAL ON WEB SITE**

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## YOU WILL BE A SUCCESSFUL ACCREDITATION LIAISON If You Know ...

### *The Requirement of a Policy:*

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. At the time of review, an institution will be expected to demonstrate that it has met all of the above elements. (Taylor Tip - pages 156 and 157 of the Resource Manual – Column 7)

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## Typical Timeline Considerations

- Institutional Leadership Orientation (During Annual Meeting - December 2018) Two Years Prior to Reaffirmation Date
- Staff Advisory Visit (virtual or on-campus visit - optional) before Compliance Certification is Due OR after Off-Site Review)
- Compliance Certification Submission (September or April)

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## Typical Timeline Considerations Cont'd

- Off-Site Review and follow-up
- QEP Lead Evaluator Nominations (optional) Submitted (3 months OR EARLIER before On-Site Visit)
- Focused Report and QEP Mailed to Committee @ 6 weeks before On-Site Visit
- Response to On-Site Visit (5 Months)
- SACSCOC Reaffirmation Decision Announced (June/December)

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**TO BE A SUCCESSFUL  
ACCREDITATION LIAISON  
You Should Know ...**

How to Take Care Of The On-Site  
Visiting Committees ...

**TAYLOR TIPS >>>>>**

- ✓ Have Water In Car From Airport and at Hotel
- ✓ Supply Request from Committee – Food, Snacks, Allergies, etc.
- ✓ Have Committee Travel Schedule & Cell Phone Numbers

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

**TAYLOR TIPS >>>>>(Continued)**

- ✓ Have Coffee/Tea in Both Work Rooms
- ✓ Have Chocolate/ Dark Chocolate Candies in Both Work Rooms
- ✓ Work with SACSCOC Vice President and Committee Chair to Arrange Times to Refresh Both Work Rooms

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**YOU WILL BE A SUCCESSFUL  
ACCREDITATION LIAISON  
If You Know ...**

**TAYLOR TIPS >>>>>(Continued)**

- ✓ Have Computer(s), Printer, Supplies, Shredder, Documents in Work Rooms
- ✓ Have Staff/Students Available
- ✓ Web Access Available (Hotel & Work Room (Have Tech Staff Available)
- ✓ **DO NOT Schedule Meetings or Interviews in Work Rooms**
- ✓ Be Flexible ... Respond Quickly

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IF ... DURING THE ON-SITE REAFFIRMATION COMMITTEE VISIT, PEOPLE BELIEVE YOU CAN BE IN TWO PLACES AT THE SAME TIME ... EXPECT YOU TO BE IN THREE PLACES AT THE SAME TIME ... AND YOU MANAGE TO COMPLETE ALL REQUEST ...

**YOU WILL BE ARE A SUCCESSFUL ACCREDITATION LIAISON**

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**STAY FOCUSED,  
STAY FLEXIBLE ...**



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**YOU WILL BE A SUCCESSFUL ACCREDITATION LIAISON ...**

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**IF YOU KNOW how to ...  
Manage the Process and the  
People**



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**Questions???**



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**HAVE A GREAT DAY!**



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**The Role and Responsibilities of  
New Accreditation Liaisons**

**Annual Meeting 2019**

**Presented by:  
Dr. Charles A. Taylor  
Vice President**

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