CONTINUOUS COMPLIANCE:
KEEPING THE BALL MOVING

2019 SACSCOC ANNUAL MEETING
THE NEW MOONSHOT: A GIANT LEAP FOR EDUCATION

Midlands Technical College (MTC)
Columbia, South Carolina

- A comprehensive, multi-campus, 2-year public community college (Track A) offering associates degrees, diplomas and certificates in designed to transfer programs and career fields
- Offer 120 degree, diploma and certificate programs
- Over 9,000 Fall semester credit enrollment
- Corporate and Continuing Education division serves approximately 25,000 students each year
Presentation Overview

- Continuous Compliance @ MTC
- Timeline
- Review Select SACSCOC Principles
- Lessons Learned

Why is Continuous Compliance Important?
Continuous Compliance @ MTC
Midlands Technical College

Continuous Compliance @ MTC is the process by which we annually review and update all SACSCOC Principles.
Continuous Compliance @ MTC

Continuous Compliance @ MTC is coordinated by the office of Assessment, Research and Planning (ARP), the college’s institutional research office.

ARP:

- Serves as the college’s SACSCOC Accreditation Liaison
- Facilitates MTC’s Continuous Compliance schedule
- Assists Champions and offer guidance in interpreting the Principles
- Manages the Compliance Assist accreditation technology

Continuous Compliance @ MTC

- ARP office proposed Continuous Compliance @ MTC to our Executive Council after submission of our 2015 Fifth-Year Interim Report
- It was determined that there was a college-wide need to annually update the,
  - Principle Narratives
  - Principle Documentation
  - Institutional Summary Report
Communication and Buy-in

• Our Executive Council understands, values and supports the SACSCOC Accreditation process
• All members of Executive Council are expected to review the Fifth-Year Interim and Decennial Compliance Certification reports
• Buy-in by leadership communicates to internal stakeholders the importance of SACSCOC Accreditation and compliance to the Principles of Accreditation

Champions are individuals from divisions that are tasked with completing the institutions response to each Principle

Their role is to:
• Review SACSCOC Resource Manual as it pertains to assigned Principle(s)
• Develop draft of Principle narratives and provide supporting documentation
• Work with ARP to ensure narratives are in compliance with SACSCOC requirements
• Submit draft of narratives by assigned deadline
Champions Selection:

- Met with executive leadership (President, Provost, Vice Presidents) to discuss Principles and which area of the college they pertained too
- Provided Principle Status spreadsheet to leadership for champion assignments

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**Midlands Technical College Continuous Compliance Cycle**

** Principles of Accreditation **

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**Continuous Compliance @ MTC**

**Timeline**
Continuous Compliance @ MTC began after submission of our Fifth-Year Interim Report

- 2016 – Review half of Principles
- 2017 – Review half of Principles
- 2018 – Review all Principles
- 2019 – Submit Compliance Certification Report
- Annually update the Institutional Summary Form

In December 2017, SACSCOC updated the Principles of Accreditation

- Choice of submitting the old Principles or new for 2020 reaffirmation
Continuous Compliance @ MTC

Going into 2018:

- Updated all Principles with internal stakeholders
- Completed Compliance Certification Report – February 2019
- On-site visit in October 2019

Continuous Compliance @ MTC

- Establish firm deadlines for internal stakeholders/champions
- Give yourself enough time to review all the Principles
- Set aside time each week to review each Principle
- Edit Principle narratives as needed
Continuous Compliance @ MTC

Review of Narratives:

- Initial review by Assessment, Research and Planning (ARP) staff
- SACSCOC Resource Manual - Did the narrative address all relevant questions to consider
- If applicable, is it related to MTC’s mission
- Only include the facts related to the Principle(s)
- Provide appropriate and ample documentation
Continuous Compliance @ MTC

Requesting additional information from Champions

- Do not demand that the Champions “re-write” the narrative
- Give specific instructions related to what to address
- Request documentation to support statements in the narrative

Continuous Compliance @ MTC

Top Cited Principles:

- 6.2.a - Faculty Qualifications (Credentials)
- 7.3 - Administrative Effectiveness
- 8.2.a - Student Outcomes: Educational Programs (General Education)
- 8.2.c - Academic and Student Services
- 13.1 to 13.3 - Financial Resources, Budget, Audit, Responsibility
### Continuous Compliance @ MTC

#### Top Cited Principles – Issues

- Faculty Credentials - Received transcripts, letters of documentation or justification
- Program Learning Outcome Reports - Received reports by deadline (ensure all previous reports available in system)
- Policies and Procedures - Ensure all updated versions are included in narratives
- Is the Data the most current available
- Changes in Organizational Structure

### Continuous Compliance @ MTC

#### Institutional Summary Form:

- History and characteristics
- List of programs
- Off-campus Instructional Locations and Branch Campuses
- Distance and Correspondence Education
- Accreditation
- Relationship to the U.S. Department of Education
### List of Programs:

- Create “Master” list of programs
  - 3.1.c - Continuous Operation
  - 8.2.a - Student Outcomes: Educational Programs
  - 9.1 - Program Content
  - 9.7 - Program Requirements
  - 10.7 - Policies for Awarding Credit
- Ensure consistency throughout Principles

### Off-campus Instructional Locations and Branch Campuses

- Only list those sites reported to and approved by SACSCOC
- Sites at which the institution offers 25-49% and more than 50%
- Verify all information for each location
Distance and Correspondence Education

- Initial date of approval for your institution to offer distance education
- List all programs where 50% or more of the credit hours are delivered through distance education modes
- Mode of delivery - Programs delivered synchronous, asynchronous or both

Accreditation

- All agencies that currently accredit the institution and any of its programs and indicate the date of the last review by each
- Ensure current list matches what is posted on college website, academic catalog, student handbooks and ALL other college materials (include SACSCOC)

Relationship to the U.S. Department of Education

- Indicate any limitations, suspensions, or termination by the U.S. Department of Education in regard to student financial aid or other financial aid programs during the previous three years
Continuous Compliance @ MTC

- Utilize the SACSCOC Resource Manual - Were all of the principle’s questions to consider clearly answered in the narrative? Did the college provide sufficient and appropriate documentation?
- Provide Champions feedback, if needed, ask pointed questions to ensure entire principle is addressed
- Review SACSCOC’s most cited Principles
- Annually update the Institutional Summary Form (Create “living” master list of programs)

Lessons learned
Continuous Compliance @ MTC

- Planning is vital to success
- Assign responsibility and authority to individuals
- Stick to the timeline
- Provide periodic updates to college’s leadership
- Focus on “problem areas” (Faculty Credentials / PLO’s)
- Documentation is easier to update
- Rely on the SACSCOC Resource Manual to guide the development of your principle narratives

Continuous Compliance @ MTC resulted in,

- Three areas of non-compliance on the Compliance Certification Report (Off-site)
- ZERO recommendations from the On-site Committee visit
Questions?

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