



# 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*

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

## Continuous Compliance @ MTC



### 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

## Continuous Compliance @ MTC



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

# Continuous Compliance @ MTC



## 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

Midlands Technical College Continuous Compliance Cycle						
Principles of Accreditation						
Principle	Principle Titles	SACSCOC Resource Manual Page Number	Division	Vice President \ Provost	Assignment	Updated Date / Notes
Form II	Institutional Summary	pg. 7	Institutional Support			
<b>Section 1</b>						
<b>The Principle of Integrity</b>						
Section 1.1	Integrity	pg. 11	President's Office Institutional Support			
<b>Section 2</b>						
<b>Mission</b>						
Section 2.1	Institutional Mission	pg. 13	Institutional Support			
<b>Section 3</b>						
<b>Basic Eligibility Standard</b>						
Section 3.1.a	Degree Granting Authority	pg. 15	Business Affairs			

# Continuous Compliance @ MTC



## Timeline



## *Continuous Compliance @ MTC*



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

## *Continuous Compliance @ MTC*



In December 2017, SACSCOC updated the Principles of Accreditation

- Choice of submitting the old Principles or new for 2020 reaffirmation
- New Resource Manual for Principles of Accreditation published

## *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



## SACSCOC Principles



## *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

## Continuous Compliance @ MTC



### 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

## Continuous Compliance @ MTC



### 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

## Continuous Compliance @ MTC



### 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

## Continuous Compliance @ MTC



### 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)

A green chalkboard with the words "Lessons Learned" written in white chalk. The text is centered and occupies most of the board's surface.

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*



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?

