SUCCESSFULLY CHAIRING AN INSTITUTIONAL REAFFIRMATION COMMITTEE

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Participant Outcomes

■ Understand the full scope of planning required for successful management of the reaffirmation process.
■ Know how to create a timeline, appropriately assign standards, and compile resources for an institutional reaffirmation committee.
■ Describe tips for efficiently and inexpensively writing and compiling a Compliance Certification.

Selecting Committee Members and Assigning Standards

■ Committee size
■ Committee make-up
■ Delegation of assignments
Selecting Committee Members and Assigning Standards

■ Will you have additional administrative assistance?
■ Who will edit the Compliance Certification?
■ Who will link and format documents?

Selecting Committee Members and Assigning Standards

■ The QEP
■ The on-site visit
Creating a Workable Timeline

- Work backwards from submission
- Identify important internal milestones
- Begin with documentation

Preparing Resources

- What SACSCOC materials should be provided to your team?
- What institutional materials should be provided to your team?
Preparing Resources

- SACSCOC materials
  - The Principles of Accreditation
  - Compliance Certification document
  - Handbook for Institutions Seeking Reaffirmation
  - Resource Manual
  - Institutional Summary Form
  - Top 10 Most Frequently Cited Principles

Preparing Resources

- Institutional materials
  - Timeline for submission
  - List of assignments
  - Editing and formatting guidelines with a sample narrative
  - Frequently used supporting documents

Preparing Resources

- Frequently used supporting documents
  - Board policies
  - Institutional policies
  - Meeting minutes
  - HR documents
  - College catalog
  - Handbooks
  - Organizational charts
  - Relevant data
Establishing a Document Repository

- Collaboration
- Folder structure

Reviewing Tips for Demonstrating Compliance

- Commonly cited standards
- Policy documentation
- Parsing multi-part standards
  - “The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.” (Institutional Planning)
Writing and Editing Conventions

- Methods for ensuring consistency of content and style
  - Organization of narrative
  - Citing documents
- Editing guidelines
  - Capitalization
  - References to your institution and departments
  - Consistent use of titles
  - Tables and figures
  - Fonts
  - Spacing
Managing the Writing Process

Compiling the Final Document

- Use reader-friendly formatting
- Check your technology
- Provide instructions and label your materials

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