



SUCCESSFULLY CHAIRING AN INSTITUTIONAL REAFFIRMATION COMMITTEE

Shannon Levitzke
Lurleen B. Wallace Community College




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

Standard	Committee Member
1.01	Dr. William B. ...
1.02	Dr. William B. ...
1.03	Dr. William B. ...
1.04	Dr. William B. ...
1.05	Dr. William B. ...
1.06	Dr. William B. ...
1.07	Dr. William B. ...
1.08	Dr. William B. ...
1.09	Dr. William B. ...
1.10	Dr. William B. ...
1.11	Dr. William B. ...
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1.26	Dr. William B. ...
1.27	Dr. William B. ...
1.28	Dr. William B. ...
1.29	Dr. William B. ...
1.30	Dr. William B. ...
1.31	Dr. William B. ...
1.32	Dr. William B. ...
1.33	Dr. William B. ...
1.34	Dr. William B. ...
1.35	Dr. William B. ...
1.36	Dr. William B. ...
1.37	Dr. William B. ...
1.38	Dr. William B. ...
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1.41	Dr. William B. ...
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1.43	Dr. William B. ...
1.44	Dr. William B. ...
1.45	Dr. William B. ...
1.46	Dr. William B. ...
1.47	Dr. William B. ...
1.48	Dr. William B. ...
1.49	Dr. William B. ...
1.50	Dr. William B. ...



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




Creating a Workable Timeline

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

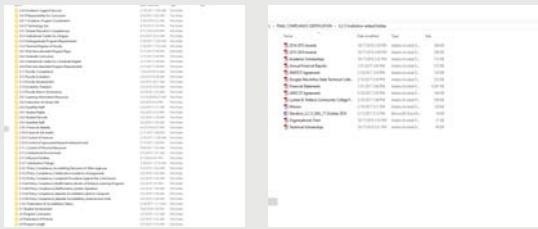


Establishing a Document Repository

- Collaboration
- Folder structure



Establishing a Document Repository



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



Writing and Editing Conventions

The screenshot shows a document with several editing annotations. A sidebar on the right contains various editing tools such as 'Text', 'Text Color', 'Text Background Color', 'Text Font', 'Text Size', 'Text Bold', 'Text Italic', 'Text Underline', 'Text Link', 'Text Unlink', 'Text Indent', 'Text Outdent', 'Text Bulleted List', 'Text Numbered List', 'Text Decrease Indent', 'Text Increase Indent', 'Text Merge Cells', 'Text Split Cells', 'Text Merge Paragraphs', 'Text Split Paragraphs', 'Text Merge Columns', 'Text Split Columns', 'Text Merge Rows', 'Text Split Rows', 'Text Merge Tables', 'Text Split Tables', 'Text Merge Cells (Table)', 'Text Split Cells (Table)', 'Text Merge Rows (Table)', 'Text Split Rows (Table)', 'Text Merge Columns (Table)', 'Text Split Columns (Table)', 'Text Merge Cells (Table)', 'Text Split Cells (Table)', 'Text Merge Rows (Table)', 'Text Split Rows (Table)', 'Text Merge Columns (Table)', 'Text Split Columns (Table)'. The document content includes sections for 'Methods for ensuring consistency of content and style' and 'Editing guidelines'.



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Managing the Writing Process

Compliance Certification Assignments, Institutional Leadership Committee for SACSCOC							
Compliance Review							
Standard	Initial Supporting Documents Submitted	Draft of Narrative Submitted	Final Narrative Reviewed by M. Usher	Final Documents Submitted	Final Narrative Submitted	Narrative Edited	Narrative Linked to Supporting Documents
1.1 Integrity							
2.1 Degree-granting Authority							
2.2 Governing Board							
2.3 Chief Executive Officer							
2.4 Institutional Mission							
2.5 Institutional Effectiveness							
3.1 Continuous Operation							
3.1.1 Program Length							
3.1.2 Program Content							
3.1.3 General Education							
3.1.7.6 Course work for Degrees							
3.1.7.8 Faculty							
3.9 Learning Resources and Services							
3.10 Student Support Services							
3.11.1 Financial Resources							
3.11.2 Physical Resources							
3.12 Quality Enhancement Plan							
4.1 Institutional Mission							
4.1.1.1 CEO/Executive/President							
4.1.1.2 Governing Board/Board							



Compiling the Final Document

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



Compiling the Final Document

