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**So You Want to Be an
Institutional Accreditation
Liaison!
What Should You Expect?**

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MARY HARDIN-BAYLOR
Established 1843 • Expectations of a Lifetime

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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

Learning Outcome

1. A new or aspiring Accreditation Liaison will be better equipped after this session to be effective in that role.




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Learning Outcome Corollary

2. Your boss will have a better idea what is involved in this administrative assignment (and hopefully appreciate you more).




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

Session Outline

1. Background: What Skills/Knowledge Do you Need to Have?
2. What to Expect in a Typical Year
3. Scenarios: "What Would You Do?"
4. Questions and Comments




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

Background: What Skills/Knowledge Do you Need to Have?

The Problem

- We have no idea how often Accreditation Liaisons turnover in SACSCOC institutions.
- SACSCOC offers Information Sessions for recently appointed IALs, but by that point you've already "volunteered."




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?
Background: What Skills/Knowledge Do you Need to Have?

The Problem



- If other institutions are like the ones where we have experience, there is **no** professional development for a new Accreditation Liaison provided by the institution.
- So, what kind of skills and knowledge do you need for the job?



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Background: What Skills/Knowledge Do you Need to Have?

Knowledge of the Principles




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?
Background: What Skills/Knowledge Do you Need to Have?

Knowledge of the Principles

- You need to know what the Principles say so you can develop the “There’s a SACSCOC Principle about that” intuition.




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?
Background: What Skills/Knowledge Do you Need to Have?

Experience with the SACSCOC review process

- Get on the Registry. Now. Don't wait.
- There is no better way to understand the Principles and how they apply than doing Committee work.
- Off-Site Committee work is the best way to get a quick, intense dose of experience.




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?
Background: What Skills/Knowledge Do you Need to Have?

Familiarity with Substantive Change

A lot of what you will be doing (if not most of it) will be managing Substantive Change at your institution.




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?
Background: What Skills/Knowledge Do you Need to Have?

Familiarity with Substantive Change


- Determining what is and is not a Substantive Change.
- Managing Substantive Change paperwork.
- Keeping well-intentioned people from creating Unreported Substantive Change disasters.



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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

Part II: What to Expect in a Typical Year




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

What to Expect in a Typical Year

August

- New Faculty arrive!
- At some institutions, the Accreditation Liaison is the person who checks faculty credentials and files the appropriate paperwork.




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What to Expect in a Typical Year

September

- At many institutions, Curriculum Proposals are due in September or October.
- You need a consultative role in this process.
- The next slide is a page from UMHB's Curriculum Proposal Form. I call this the "Speed Bump" Method of Avoiding Unintentional Substantive Changes.




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 What to Expect in a Typical Year

December

- It's The Most Wonderful Time of the Year: SACSCOC Annual Meeting.
- Enrollment Indicators due. Knock that out before your Christmas Break.




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 What to Expect in a Typical Year

January

- Rest. You'll need it.




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 What to Expect in a Typical Year

February

- At many institutions, Curriculum Proposals are have another window of opportunity in the Spring semester.




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What to Expect in a Typical Year

March

- The Call for Papers for the Annual Meeting typically occurs in March. It's a good deal! Give it a try.
- Another round of Substantive Change workshops occur in the Spring.



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What to Expect in a Typical Year

April, May, June

- Track A Off-Site clusters occur in April.
- My experience is that April and May are the busiest time of year on a University campus, but not with SACSCOC Accreditation Liaison business.
- June slows down at my campus, and once again, no Accreditation Liaison business.




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What to Expect in a Typical Year

July


- Financial Indicators are due. Don't be intimidated by the prodigious set of instructions.



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Part III: Scenarios: What Would You Do?




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So You Want to Be an Institutional Accreditation Liaison! What Should You Expect?

Scenarios: What Would You Do?

Your Provost just called....

- You have two off-campus sites where an approved M.Ed. is delivered. Several years ago, it was just a course here and there. Now--way, way more than 50% of the M.Ed. is being delivered at both them, and it has been that way for at least 5 years.
- What should you do?




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Scenarios: What Would You Do?


- First, stay calm....
- Friend, you have an Unreported Substantive Change on your hands.
- You need to consult pp. 24-25 of the Substantive Change policy.



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Scenarios: What Would You Do?
Your Provost just called....


- The On-Site Review Committee just left. A faculty member in English who has been employed for 6 years has been determined to be not qualified to teach English.
- What should you do?



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Scenarios: What Would You Do?


- First, stay calm....
- How did this happen? Why were you not consulted about faculty credentials?
- You have two problems to fix: personnel (the faculty member) and procedure (systematic credentials review).



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Scenarios: What Would You Do?


- Call HR and/or the University attorney.
- You can non-renew the contract, but whose fault is this? Is the faculty member tenured?
- Start calculating how much this might cost the University.



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Scenarios: What Would You Do?


- Hear my confession: I'm a hypocrite.
- At UMHB, we have a very informal system of credentials review, which I wouldn't recommend, but so far it has worked well.
- There is no formal review by me prior to contract acceptance.
- We trust the Deans to be able to make the call or refer questionable cases to the Provost's Office.



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Complying With 14.2 Does Not Have to be Difficult!

Questions
Comments
Concerns



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