

Organizing for the Compliance Certification: Moving Forward to Reaffirmation

Dennis E. Glenn, PhD

Vice President for Institutional Effectiveness and Dean of Accreditation



SACSCOC Annual Meeting 2018, CS-44

Understanding the 2½-Year Journey

Leadership Orientation by SACSCOC Staff

Compliance Certification Report

Off-Site Committee Review and *Report*

Quality Enhancement Plan

Institutional *Focused Report*

On-Site Committee Visit and *Report*

Institutional *Response Report* and revised QEP

Review and Action by the SACSCOC Board of Trustees

Getting Organized and Equipped

January 27, 2014	Leadership Orientation for 2016A Institutions (ATL)
February 2014	Appointment of the point person/leader(s) for the Compliance Certification and for the QEP <ul style="list-style-type: none"> ★ The CC leader needs to be a member of the SLT ★ The QEP leader needs to be on the Academic Leadership Team
March 2014	Senior Leadership Team orientation and discussion, re: the reaffirmation process – CC/QEP leader(s)
Feb & March	Plan and get organized

February and March – Getting Organized

- Committees?
 - Compliance Certification (Focused Report and Response Report?)
 - QEP
 - On-site visit
- Who will be the managing editor(s)? Who will do the writing?
- Software and presentation of the evidence?
 - Old School: MS Word, MS Excel, MS Access, Adobe Acrobat
 - Technology: Specialized accreditation software
- Internal tracking system?
 - Policies and substantive changes
 - Documentary evidence for every standard

A 2½-Year Journey: One Step at a Time

Jan - Mar 2014	Plan and get organized
March 2014	Build the initial list of policies and documentary evidence that will be needed and used
April 2014	Start collecting and filing documentary evidence
May 13, 2014	Earliest new documentary evidence produced
June 2014	Faculty personnel files audit – update Q-sheets
July 2014	★ Institute on Quality Enhancement and Accreditation
August 1, 2014	Faculty Retreat <ul style="list-style-type: none"> • Overview and timeline for reaffirmation • SACSCOC standards pertinent to faculty • Orientation and brainstorming for the QEP

Building the initial list of policies and documentary evidence

- *SACSCOC Resource Manual (2013)*
 - ✓ For every standard, examples of documentation are listed and key questions are asked (CR 2.11.1 has required documentation)
 - ✓ List of required institutional policies – Appendix A, column 6
- Reaffirmation documents, policies, templates, and timelines on the SACSCOC website (http://www.sacscoc.org/inst_forms_and_info1.asp)
- Institutional Effectiveness reports and other evaluations
- Prior accreditation reports
- Input from campus leaders, directors, and managers
- ★ *What do we already have?* ★ *What would “make our case”?*

Compliance Certification Progress - spreadsheet

CR-CS-FR	Standard Name	Narrative Done?	Documentation Needed	Provider	Policy req.
2.1	Degree-granting authority	Yes	Department of Postsecondary Education - Alabama Private School License	Darryl	
2.5	Institutional effectiveness	Yes	Annual Planning Protocols	Lance	
2.11.2	Physical resources		Documentation of the adequacy and condition of physical resources, all locations	Jim	
3.2.10	Administrative staff evaluations	Yes	Examples of the evaluation of administrators	Dean	
3.7.2	Faculty evaluation	Yes	Faculty evaluation – representative examples for SAV and BHM	Darryl / Lee	
3.10.2	Financial aid audits	Yes	Questions ???	Sylvia / Dan	
3.11.1	Control of physical resources		Documentation of regular physical inventories	Troy	
3.11.2	Institutional environment		Evidence of compliance with environmental regulations (EMS?)	Troy	
3.11.3	Physical facilities		Master facility plans	Credo	
			Plan for routine and preventive maintenance (IE)	Jim	
			User satisfaction surveys (IE)	Jim / Lance	
			Documentation regarding adequacy for educational programs and off-campus sites	Jim / Dennis	
3.13.1	Policy compliance – other accreditation agencies	Yes	Identical terms to SACSCOC and NCATE	Jim Donovan	yes
4.1	Student achievement	Yes	Student Achievement Data	Darryl	
			Point website screenshot - Student Achievement Data	Darryl	
4.9	Definition of credit hours	Yes	Examples of Course Credit-Hour Audits – Online courses	Lee / Darryl	yes
12	= unfinished	Yes =	8	"Documents" needed =	16
83	= FINISHED				
2.2	Governing board	Yes			
2.3	Chief executive officer	Yes			
2.4	Institutional mission	Yes			
2.6	Continuous operation	Yes			

A 2½-Year Journey

- Sept 17, 2014 Senior Leadership Team – dedicated meeting
- Sept 25, 2014 Board of Trustees meeting
 - Reaffirmation timeline and key points
 - SACSCOC standards pertinent to planning and evaluation (strategic planning in progress)
 - Brainstorming for the QEP
- Sept 2014 ★ Served on an on-site review committee
- Oct - Dec 2014 Regular updates to and problem solving with Senior Leadership Team members – needed documents
- Dec 7-9, 2014 ★ SACSCOC Annual Meeting, Nashville

A 2½-Year Journey

Jan - Feb 2015	Wrap up and finish writing, editing, and formatting (last chance to “fix it”)
Feb 12, 2015	Faculty meeting – major update and QEP prep
Feb 20, 2015	<i>Compliance Certification Report</i> completed
Feb 23-27, 2015	Copy, test, package, and mail the <i>CC Report</i>
March 2, 2015	<i>Compliance Certification Report</i> submitted on time

A 2½-Year Journey

March 3, 2015	QEP Steering Committee – first meeting <ul style="list-style-type: none"> • 14 members, broad representation • 5 meetings over 7 weeks (March - April)
Apr 20/23, 2015	Initial QEP topic approval by Admin. and Faculty
Apr 21-22, 2015	★ Served on off-site review committee in ATL
Apr 23-24, 2015	Off-Site Review Committee in ATL
May 6, 2015	<i>Off-Site Committee Report</i> received
May 7, 2015	<i>Focused Report</i> started

A 2½-Year Journey

May 21, 2015	QEP Strategies and Implementation Committee <ul style="list-style-type: none"> • 15 members, based on selected topic/issue • 10 meetings over 11 weeks (May - July)
July 2015	★ Institute on Quality Enhancement and Accreditation
Aug 7, 2015	Faculty Retreat – Final QEP approval by Faculty
Aug 19, 2015	Final QEP and budget approval by Administration
Sept 15, 2015	QEP and <i>Focused Report</i> submitted
Sept - Oct 2015	Prepare for on-site committee visit

A 2½-Year Journey

Nov 12, 2015	<i>Reaffirmation Committee Report</i> received for “correction of factual errors”
Nov 16, 2015	<i>Response Report</i> and QEP revision started
Dec 6-8, 2015	★ SACSCOC Annual Meeting, Houston
Dec 16, 2015	★ Phone call with SACSCOC VP, re: recommendations
March 29, 2016	<i>Response Report</i> and revised QEP submitted
April 13, 2016	★ SACSCOC Small College Initiative
Apr - May 2016	Review by a Committee on Compliance and Reports
June 16, 2016	SACSCOC Board of Trustees decision on reaffirmation

Summary and Final Pointers

- Plan before implementing
- Use the Commission resources
- Stop along the way to do formative evaluation
- Get on the registry and go on a site visit for another institution as early in the process as possible (1st time could be as an observer)
- Attend every SACSCOC meeting, conference, and seminar that you can with as many of your team members as possible
- Think like an evaluator and write like a lawyer – do not describe it – make a case based on the evidence
- “Half as much narrative and twice as much documentation”
- Ask your SACSCOC VP for advice often (and take it!)

Thank you!

Dennis E. Glenn, PhD
VP for IE and Dean of Accreditation

dennis.glenn@point.edu
706-385-1064 (office)
770-856-8383 (cell)

Point
UNIVERSITY
www.point.edu