




*On-site Committee is Coming!!  
Removing the "Fear Factor" and  
instilling the "Pride Factor"*

SACSCOC Annual Meeting  
December 2018

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**Presenter**



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**Learning Outcomes**

- Participants will gain insight into the various areas that need to be addressed when preparing for an upcoming on-site visit.
- Participants will determine what committees should be formed at their own institution to support the details of their own upcoming on-site visit.
- Participants will be provided multiple successful protocols and process documents that can be tweaked to meet their own institutional needs.

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## Begin With the Values

- What Values should define your process?
- *Text sabrinac409 to 22333 to join.*
- *Then Text in your idea*



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## Begin With the Values

- Collaboration
  - Communication
  - Consistency
- *Remove the fear and tell your story!*



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## Organizing the Team

- What needs to be done?
- Who has these strengths?
- What type of internal "leadership" groups can help?
- Name your groups.

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## Typical Questions Asked

- What is your role in your unit?
- How does your unit support student success?
- How do you assess the quality of the services your unit provides?
- What are the outcomes that your unit assesses?
- What do you use to assess your unit outcomes?
- What are the policies/procedures for student usage of your services?
- What is the frequency of usage by students of your unit?

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## Tips for Focus Group Sessions

- Bring copies of whatever documents that are required and/or will help support you when answering questions
- Operate with integrity – always tell the truth
- Answer the question asked – don't answer questions they have not asked
- Do not be afraid to say – I'm sorry I do not know but will be happy to find that answer for you – write down the question and send it to the Rapid Response Team
- The reviewers have prepared for their visit. They have looked over our Compliance Certification, Focused Report, and QEP. As peer-institution members, they understand the complexity of this process and want us to succeed.

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## Setting the Stage

- Team-based skill sets
  - Transportation
  - Communication
- Support teams at Hotel/Institution
- Scheduling
- Evidence



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## Your Turn

### 5.5 The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of non-faculty personnel. (Personnel appointment and evaluation)

*Questions to Consider*

- Have personnel policies at the institution been approved through appropriate channels?
- Are the policies published and made accessible to persons affected by the policies?
- Can the institution demonstrate that it consistently follows its own policies and procedures regarding employment and evaluation of non-faculty personnel?
- Is there evidence regarding all three areas cited in the standard (appointment, employment, evaluation)?
- Are policies and procedures kept current through periodic review?

1. Who should attend this interview session?
2. What do you need to train the interviewees?
3. If questions come up during the interview – what's your plan?

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## Celebrate the wins – Even When



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## Questions?




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