



The Role and Responsibilities of Institutional Accreditation Liaisons

Presented by:
 Dr. Geoffrey C. Klein
 Vice President, SACSCOC

SS-08
 3:00 pm – 4:30 pm

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With Special Guest Panelists:



Ms. Sara Halteman
 Director of Institutional Research & Effectiveness
 Eastern Mennonite University, VA



Dr. Timothy Maddox-Fisher
 Vice President of Instruction & Institutional Effectiveness
 Lenoir Community College, NC



Dr. Ruth Storm
 Associate Provost and Associate Vice President for Academic Affairs
 Florida State University, FL

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Outline

- Roles and Responsibilities, IAL
- Important Deadlines and Timelines for Accreditation-related Activities
- Hosting Various Committee Visits
- SACSCOC Resources

- Panel Discussion with Experienced IALs

Q&A

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Session Intended Learning Outcomes

Participant learning outcomes:

1. Describe the role of the Accreditation Liaison and importance of the position to the reaffirmation and accreditation process for their institution,
2. Recognize the importance of the Institutional Portal and use for continuous monitoring
3. Locate and use SACSCOC resources applicable to the Accreditation Liaison role
4. Summarize the various components and timelines for submission of documents, and
5. Identify the basic components of hosting various committee visits.

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Need to Know Items for Accreditation Liaisons

·Your Institution's Level

I: Associate Degree	IV: Educational Specialist
II: Baccalaureate Degree	V: ≤ 3 Doctoral Degrees
III: Master's Degree	VI: 4+ Doctoral Degrees

·Track A (Level I-II)

·Track B (Levels III-VI)

·Your reaffirmation year

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TO BE A SUCCESSFUL ACCREDITATION LIAISON

You Should Know why you are so important to your Institution and the Commission...

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TO BE A SUCCESSFUL
ACCREDITATION LIAISON

You Should Know ...

THE
ACCREDITATION
LIAISON
Guidelines



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Responsibilities of the Accreditation Liaison

- Serving as the primary contact person for SACSCOC staff. This includes encouraging institutional staff to route routine inquiries about the *Principles of Accreditation* and accreditation policies and processes through YOU, the Accreditation Liaison, who will contact Commission staff



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Responsibilities of the Accreditation Liaison

- Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.

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Responsibilities of the Accreditation Liaison

- Notify SACSCOC in advance of substantive changes and program developments in accordance with the substantive change policies of the Commission

Example changes requiring SACSCOC Approval (see Substantive Change Policy for full list)

- OCIS, >50% of Educational Program (Extensive and Limited Review)
- Level Change
- New Program (>50% new content)
- Program closure, requires teach-out plan

SACSCOC
Substantive Change Policy and Procedures

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Responsibilities of the Accreditation Liaison

- Notify SACSCOC in advance of substantive changes and program developments in accordance with the substantive change policies of the Commission

Submission Deadlines	Reviewed by	Intended Implementation
March 15	Full Board	After June Board Meeting
September 1	Full Board	After December Board Meeting
January 1	Executive Council	July 1 – December 31 of same year
July 1	Executive Council	January 1 – June 30 of subsequent year

How do you know?

REQUIRES

Approval

Exec Council of the Board

COMMITTEE VISIT

No

Yes

SUBJECT TO SUBSTANTIVE CHANGE RESTRICTION

*From Substantive Change policy

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Responsibilities of the Accreditation Liaison

- Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with sections of the *Principles of Accreditation* and Commission policies ...



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Responsibilities of the Accreditation Liaison

- Coordinating the preparation of the annual profiles and any other reports requested by the Commission
- Ensuring that electronic institutional data collected by the Commission is accurate and timely.

Profile	Notification	Due Date
General Information and Enrollment Profile	November	Mid-January
Financial Profile	June	Mid-July

Submitted via the Institutional Portal

Questions regarding annual profiles can be sent to:
profiles@sacscoc.org

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Responsibilities of the Accreditation Liaison

- Maintaining a file of all accreditation materials, such as reports related to the decennial review; reports related to other SACSCOC committee reviews; accreditation manuals, standards, and policies; schedules of all visits; copies of annual financial and enrollment profile information; and correspondence from SACSCOC offices.



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Responsibilities of the Accreditation Liaison

- Serving as a resource person during comprehensive reviews.

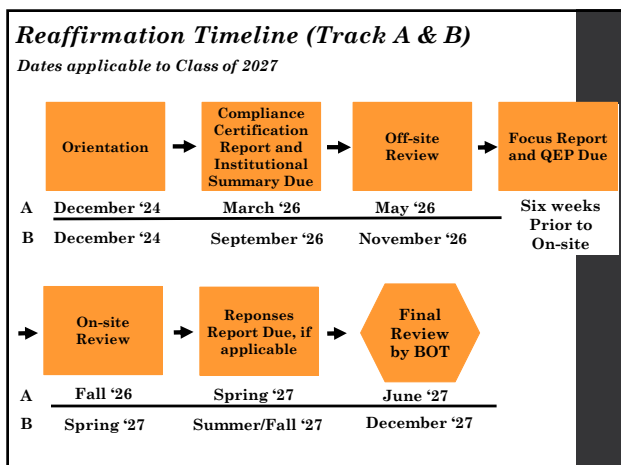
**Reaffirmation
of Accreditation**

~ 3 Years

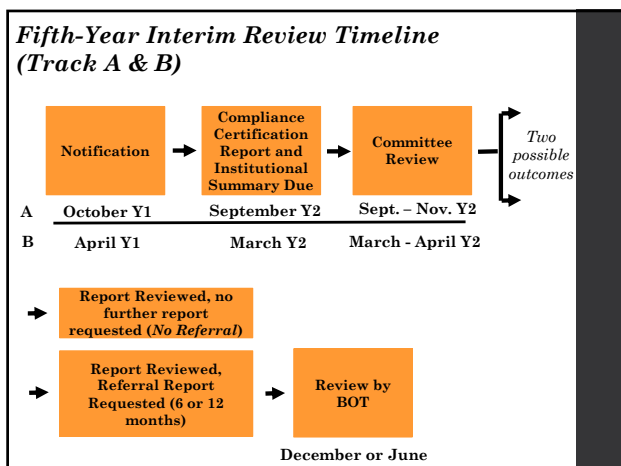
**Fifth-Year
Interim Review
Process**

~ 1.5 Years

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Responsibilities of the Accreditation Liaison

- Become familiar and comfortable with the Institutional Portal

(Only Institution CEO and Institutional Liaison have access)

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➤ Become familiar and comfortable with the Institutional Portal

Basic Information about institution, including whether the institution is on Provisional Certification for Federal Financial Aid (Institutional Obligation for Disclosure)

Current Individuals in Key Roles (CEO/President, CFO, CAO, IAL, and Board Chair)

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➤ Become familiar and comfortable with the Institutional Portal

Outlines upcoming Committee reviews, including when report is due and dates for review. Historical reviews are also provided.

(1) Create/Submit new Substantive Changes. (2) List of current Substantive Changes being worked on by SACS/COC. (3) Also provides past substantive changes reviewed and past actions.

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➤ Become familiar and comfortable with the Institutional Portal

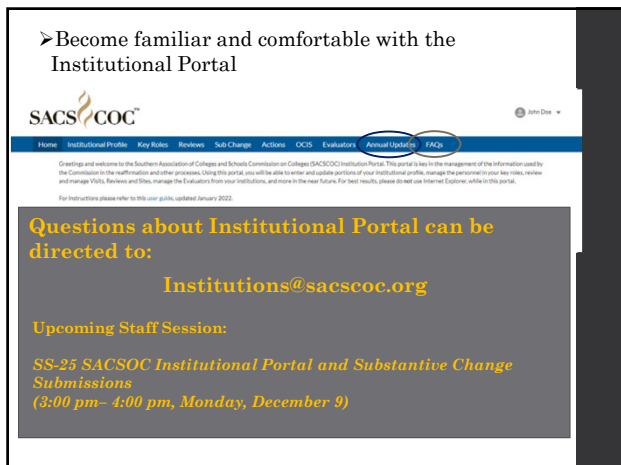
List of past actions taken by the SACS/COC Board of Trustees

List of Off-Campus Instructional Sites reported to SACS/COC. This should be checked to ensure accuracy.

Active and Inactive Evaluators. Also used to initiate nomination process.

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➤ Become familiar and comfortable with the Institutional Portal



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Responsibilities of the Accreditation Liaison

➤ Help institution prepare for and coordinate various committee visits

Information Outline: SACSCOC Administrative Assistant emails Information Outline form to Institution Accreditation Liaison and requests institution to complete relevant sections approximately 3 months prior to visit.

Committee Roster: SACSCOC staff emails Committee Roster to Institution Accreditation Liaison approximately 8 weeks prior to the visit.

Institutional Materials: Institution uploads appropriate institutional materials and updated Institutional Summary Form directly to Institutional Portal no later than 6 weeks prior to the start of visit.

Itinerary: The institution's accreditation liaison is responsible for preparing a visit itinerary (using provided template that includes committee meetings, welcome session, QEP presentation, interviews, meals and exit session) in collaboration with the Committee Chair.

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Responsibilities of the Accreditation Liaison

Hotel, Meeting and Interview Rooms:

- Hotel Reservations and Bill:** Institution should reserve rooms well in advance of the visit and plan to pay for those rooms in a master bill, if possible.
- Hotel/Campus Workrooms:** Two rooms for Committee conferencing and executive sessions should be available. Ideally, these rooms are identical in materials provided. SACSCOC VP can provide guidance on these materials.
- Interview Rooms:** The Committee will need separate interview rooms on campus.

Transportation during the visit:

- Group Travel:** Assume that the Committee will travel as a group.
- Drivers:** Institution should always provide a driver for each vehicle.

Committee Meals:

All meals should be planned in advance, including breakfast, lunch, and dinner. Any institutional representatives that drive Committee members should sit separately.

ALL visit details should be discussed with the Committee Chair to ascertain specific expectations and requests to support the Committee.

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SACSCOC Resources

Website

Keep up-to-date with changes at the Commission that impact your institution.

<https://sacscoc.org/>



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SACSCOC Resources

Website

Document Repository

<https://sacscoc.org/>



SACSCOC Governing Documents

- Policies
- Guidelines
- Interpretations
- Position Statements
- Handbooks
- Form Templates

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SACSCOC Resources



Recent Changes

November 2024

- College Delegate Assembly meeting notification [PDF]

October 2024

- SACSCOC Presidential Search Process

September 2024

- Interdenominational Theological Center (Atlanta, GA) withdraws from membership
- 2024 Track A QEP Summaries

August 2024

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SACSCOC Resources

➤ Website

Institutional Resources

<https://sacscoc.org/accrediting-standards/institution-resources/>

Institutional Resources

This section deals primarily with SACSCOC accredited institutions seeking reaffirmation of accreditation with the Commission. The handbook for institutions seeking reaffirmation of accreditation provides information for institutions undergoing reaffirmation and can be ordered by using the Commission's Publication Order Form located at "Policies, Guidelines, Good Practices, and Positive Statements." The "Substantive Change Policy and Procedure" provides information for institutions undergoing a change of a substantive nature as defined in the policy. For institutions applying for membership with the Commission, access "Application Information" by clicking here.

Other information, such as policies, procedures, and manuals, can be found by clicking on "Policies and Publications."

Also, research papers can be found by clicking on "Research."

Documents and information in this section are divided into five parts:

- General Forms/Guidelines. Documents and information that may be used in all or some types of Commission review.
- Interpretations to the Principles of Accreditation as approved by the SACSCOC Board of Trustees.
- Reaffirmation Documents, Policies, and Timelines.
- Quality Enhancement Plans Lists and Summaries Since 2004.
- The Fifth Year Interim Report Information, Forms, and Timelines.

Institutions should always refer to this Web site for the most updated forms and information being used in the review of institutions.

General Forms/Guidelines

- Dues, Fees and Expenses (Edited March 2014, reformatted July 2014) (PDF)

Accreditation

- The Fifth Year Interim Report
- Substantive Changes
- Substantive Change FAQs
- Reaffirmation Process
- Pre-Applicant Workshop Registration Forms
- Institutional Resources
- Evaluator Resources
- Documentation Templates in Preparation for a Substantive Change Committee Visit to an Institution
- Comment on Institutional Credentials
- Application Information
- Accrediting Standards

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Other Resources

➤ Key Institutional "Friends" for IALs

Director of Financial Aid
Chief Financial Officer (CFO)
Event Planning Office



➤ Professional Networks

ACCSHE Listserv (Accreditation in Southern Higher Education)

State Networks (Virginia Regional Accreditation Symposium Group, Tennessee Accreditation Network, etc.)

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Panelists



Sara Halteman is the Director of Institutional Research and Effectiveness at Eastern Mennonite University where she oversees internal and external reporting and university assessment efforts. She also serves as the university's SACSCOC liaison. Sara has 15 years of experience in higher education.



**Eastern Mennonite University, VA, Private
Track B, Level V, ~1180 FTEs**

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Panelists

Dr. Timothy Maddox-Fisher currently serves as Vice President of Instruction & Institutional Effectiveness (CAO)/SACSCOC Liaison at Lenoir Community College in Kinston, NC. Prior to his time as CAO, he served in various capacities at his institution including roles as Associate Vice President, Dean of Arts & Sciences, Program Chair of Cultural Arts, Evening Coordinator, and as a faculty member. He served as a writer for his institution's Fifth-Year Interim Report and as the lead writer and SACSCOC liaison during LCC's most recent ten-year Reaffirmation of Accreditation. He has also served as a recent reviewer for an Interim OCIS Committee Visit, and as an observer with an On-Site Reaffirmation Committee. Dr. Maddox-Fisher received his Doctorate in Educational Leadership (EdD) from Northcentral University and his Master's in Music Education (MME) from Bob Jones University in Greenville, SC. He currently resides in New Bern, North Carolina with his husband, Jamie.

**Lenoir Community College, NC, Public
Track A, Level I, ~4,170 FTEs**

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Panelists

Dr. Ruth M. Storm is currently Associate Provost and Associate Vice President for Academic Affairs at Florida State University. In this role, she is responsible for the coordination of the university's regional accreditation efforts. In her more than twenty years at Florida State University, she has worked on three Compliance Certifications, two Fifth-Year Interim Reports, and has served as an onsite reviewer. In addition, Ruth has served on the SACSCOC Board of Trustees and chaired an Off-Site Reaffirmation Committee. Prior to working at Florida State University, she was the Director of Planning and Evaluation for the State University System of Florida and a senior legislative analyst for the Committee on Appropriations, Florida House of Representatives. Ruth has both a Master of Public Administration and a doctorate from Florida State University and an undergraduate degree from the University of West Florida.

**Florida State University, FL, Public
Track B, Level VI, ~40,790 FTEs**

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PANEL DISCUSSION

Q&A





Ms. Sara Halteman

Dr. Timothy Maddox-Fisher

Dr. Ruth Storm

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THANK YOU!

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