Alabama A&M’s Conference on Institutional Effectiveness and SACS Compliance

“Assessment, SACS and Reaffirmation”

June 10-12, 2012
Normal, Alabama

How to plan your conference experience

The Alabama A&M University (AAMU) Assessment Conference is designed to introduce you to innovations in assessment that you can use. You will be enlightened through presentations that provide an in-depth perspective on SACS reporting and gain ideas about specific instruments and techniques.

What you’ll learn at the conference

You will learn about new approaches in institutional effectiveness and preparing documentation for successful reaffirmation visits; as well as, gain insights in writing techniques for SACS reporting and ways to ensure faculty qualifications and verify compliance issues.

Who should attend the conference

Administrators, faculty, and student affairs professionals who have an interest in or responsibility for assessment should attend. Maximize the benefit of this conference for your institution by bringing a campus team.

Register today at www.aamu.edu/assessmentconference
Welcome and Purpose:
Alabama A&M University welcomes you to The Assessment, SACS, and Reaffirmation Conference. The focus of this conference is on outcomes assessment in higher education and is designed to provide opportunities for:
- individuals and campus teams new to outcomes assessment to acquire foundational knowledge about the field,
- individuals who have worked as leaders in outcomes assessment to extend their knowledge and skills, and
- those interested in outcomes assessment at any level to establish networks that serve as sources of support and expertise.

Panel and Presenters:

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<th>Dr. Ian Newbould</th>
<th>Dr. Virginia Caples</th>
<th>Dr. Daniel Wims</th>
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<td>Former President of Richmond, the American International University in London, England; North Carolina Wesleyan College; Mount Allison University, Canada</td>
<td>1890 Administrator, Alabama Cooperative Extensions Systems, Alabama A&amp;M University</td>
<td>Provost &amp; V.P. Academic Affairs, Alabama A&amp;M University</td>
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<td>Dr. John D. Jones</td>
<td>Dr. Margaret Sullivan</td>
<td>Dr. Vann Newkirk</td>
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<td>Associate Vice President for Academic Affairs, Mississippi Valley State University</td>
<td>Regional Chancellor, University of South Florida</td>
<td>Associate V.P. for Academic Affairs / Graduate Studies Dean, Alabama A&amp;M University</td>
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<td>Dr. Donald Crump</td>
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<td>Dr. Myrtes Green</td>
<td>Dr. Ron Dowdy</td>
<td>Dr. Juarine Stewart</td>
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<td>Director of Title III / Assistant to the President, Lawson State Community College</td>
<td>Vice President of Fiscal Affairs, Bethune Cookman University</td>
<td>Associate V.P. for Academic Affairs and Undergraduate Studies, Alabama A&amp;M University</td>
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Presentation Topics

Institutional Effectiveness –
(Standards 2.5, 3.3.1) Preparing for a Successful Reaffirmation
From developing narratives that support documentation to justify a college’s own assessment related to its SACS compliance to preparing a Quality Enhancement Plan (QEP), this workshop will provide a comprehensive overview of the process.
Presenter: Dr. Margaret Sullivan, Regional Chancellor, University of South Florida – St. Petersburg, Florida

The General Education Program and SACS Reaffirmation
Do degree programs offer sound and coherent course of study aptly compatible with stated purpose and based upon fields of study appropriate to higher education? Is there successful completion of a general education component at the collegiate level that is fulfilled at program completion? Does your program of study consist of breadth of knowledge that is based on a coherent rationale? Dr. Coaxum will address these questions and more in his presentation as it relates to SACS Reaffirmation.
Presenter: Dr. Thomas Coaxum, Director of Institutional Research & Assessment, Alabama A&M University

General –
How to Write Convincing Narratives for a SACS Report
Without clear and coherent responses efforts to address SACS mandates are often lost or confusing to readers. This has led to problems for colleges and universities across the south. This workshop will provide distinct strategies and proven techniques on writing convincing narratives.
Presenter: Dr. Virginia Caples, 1890 Administrator, Alabama Cooperative Extension Systems, Alabama A&M University

Preparing for the Offsite and Onsite Visit
As indicated by the SACS handbook, institutional reviews are conducted in three stages over a period of approximately fifteen months. Reaffirmation of an institution involves reviews by three sets of evaluators—the off-site reaffirmation committee, the on-site reaffirmation committee and the SACSCOC Board of Trustees. Understanding the role of each group in evaluating the institutions compliance with the commissions’ standards and knowing how to prepare for each step in the reaffirmation process is critical to ensuring a smooth reaffirmation process. This workshop will examine proven strategies for preparing for On and off-site teams. It also will identify key institutional leaders and their roles in facilitating these workshops.
Presenter: Dr. Donald Crump, Retired Associate Commissioner, Southern Association of Colleges and Schools

Preparing a Small HBCU for a Successful Reaffirmation Visit
Between 1996 and 2005 approximately 50% of public and private HBCUs in the South have been sanctioned. Moreover, since 1989, nearly one-half of the twenty institutions that lost SACS accreditation were historically black. This workshop will examine successful strategies for preparing a small private HBCU for SACS reaffirmation.
Presenter: Dr. MyrtesyGreen, Director of Title III/Assistant to the President at Lawson State Community College, Birmingham, Alabama

Panel Discussion –
Preparing for the SACS Special Visit
In 2011 Alabama A&M University was beset with a number of challenges that led to a special visit by SACS. This discussion will highlight strategies that Alabama A&M used to prepare for the special visit.
Presenters: Dr. Daniel Wims, Dr. Van Newkirk, Dr. Virginia Caples and Dr. Juarine Stewart Alabama A&M University

Finance –
Financial Stability, Financial Resources
Despite a nationwide economic downturn, institutions of higher education must remain financially sound. This session will provide information on achieving and maintaining financial stability and address SACS core financial requirements in today’s economically challenging environment.
Presenter: Dr. Ron Dowdy, Vice President of Fiscal Affairs, Bethune Cookman University, Daytona Beach, Florida

President Perspective –
President’s Perspective on Accreditation
What is the role of the president in accreditation and reaffirmation? The reaffirmation process is an extensive one that requires broad-based participation from across the campus community. However, perhaps no college official is more involved than the President. For example, most regional and national accreditors require Presidents to play major roles in determining appropriate institutional goals, purposes and scope. Accreditors also require Presidents to recommend organizational structure, appoint personnel, evaluate key administrative officers, coordinate planning, develop all activities and programs, develop annual operational and construction budgets, and administers the business and financial management of the institution. This workshop, which will give the perspective of Dr. Ian Newbould, former President of North Carolina Wesleyan College and Richmond University, in regards to the president’s role in preparing for reaffirmation.
Presenter: Dr. Ian Newbould, Former President of Richmond, the American International University in London, England; North Carolina Wesleyan College; Mount Allison University, Canada

Compliance –
Ensuring Compliance for Administrative Units
Ensuring compliance with SACS Comprehensive Standards 3.3.1.2 and 3.3.1.4 can often be difficult and challenging. For many institutions there is no evidence that expected outcomes are presented in clearly measurable terms for each administrative and educational support unit. In addition for many institutions the use of assessment results to make programmatic improvement is not clear or sometimes nonexistent. Dr. Jones’ presentation will examine best practices in creating a sustainable culture of assessment and evaluation for administrative and educational support units.
Presenter: Dr. John Jones, Associate Vice President for Academic Affairs, Mississippi Valley State University, Itta Bena, Mississippi

Ensuring Documentation Compliance with SACS Requirements and Standards
Documenting compliance is an important process. Often, this entails identification of the documentation by inventorying records that may be available, other documents, databases, policy manuals, curriculum files, assessment records, committee minutes, board of trustee minutes, planning documents, reports to external audiences, case studies, and other sources of information relevant to assessing compliance with the requirements and standards. In this presentation Dr. Scipio will provide techniques that aid a smooth transition through the reaffirmation of accreditation process. He will also demonstrate ways to ensure documentation is compliant with SACS requirements and standards.
Presenter: Dr. Julius Scipio, Vice President for Academic Affairs, Fort Valley State University, Fort Valley, Georgia
Conference Agenda

Sunday, June 10  Location: Embassy Suites Huntsville – Hotel & Spa

5:00 – 7:00 p.m.  Welcome & Greetings (Alabama A&M University representatives will be present to facilitate your arrival)

Monday, June 11  Location: Engineering Building on the campus of Alabama A&M University

7:30 – 8:50 a.m.  Registration and Continental Breakfast

9:00 – 9:20 a.m.  Opening Address - Dr. Daniel Wims, Provost & V.P. for Academic Affairs, Alabama A&M University

Track 1 Sessions

9:30 – 10:20 a.m.  How to Write Convincing Narratives for a SACS Report

Track 2 Sessions

9:30 – 10:20 a.m.  Preparing a Small HBCU for a Successful Reaffirmation Visit

10:30 – 11:20 a.m.  The General Education Program and SACS Reaffirmation

Preparation for the Offsite and Onsite Visit

11:30 – 12:20 p.m.  Preparing for the SACS Special Visit – Panel Discussion

President’s Perspective on Accreditation

12:30 – 1:45 p.m.  Lunch

2:00 – 3:00 p.m.  Networking Session (Tour of campus and tour of the city of Huntsville)

Tuesday, June 12  Location: Engineering Building on the campus of Alabama A&M University

8:30 – 8:50 a.m.  Continental Breakfast

Track 1 Sessions

9:00 – 9:50 a.m.  Ensuring the Compliance for Administrative Units

Track 2 Sessions

9:00 – 9:50 a.m.  (Standards 2.5, 3.3.1) Preparing for a Successful Reaffirmation

10:00 – 10:50 a.m.  Ensuring Documentation Compliance with SACS Requirements and Standards

Financial Stability, Financial Resources

11:00 – 11:20 p.m.  Remarks - Dr. Andrew Hugine, Jr., President, Alabama A&M University

11:30 – 1:00 p.m.  Lunch
REGISTRATION INFORMATION
Registrations will be accepted until May 20, 2012, on a first-return basis.
There will be a service fee of $25 for all cancellations made prior to May 27, 2012.
There will be no refunds of any kind after May 27, 2012.

Make checks payable to Alabama A&M University and mail to:
Alabama A&M University
ATTN: Assessment Conference
P.O. Box 411, Normal, AL 35762
Or fax form with credit card information to: (256)372-5030 Email to: irpsp@aaamu.edu.
Register online at: www.aaamu.edu/assessmentconference

HOTEL ACCOMMODATIONS
The Embassy Suites Hotel (Conference Hotel) - Rooms are reserved at The Embassy Suites Hotel, 800 Monroe Street, Huntsville, Alabama 35801.
The number of rooms is limited. Reservations can be made by calling 1 (800)-EMBASSY. Be sure to identify yourself as attending the
AAMU Assessment Conference to be eligible for the conference rate. The hotel deadline to obtain these rates is May 10, 2012.
The Embassy Suites Hotel has a 12% lodging tax plus $1.00 City Surcharge to each guest room:
Single Occupancy: $109 | Double Occupancy: $109 | Parking is $5.60 per day

EARLY HOTEL DEPARTURE FEES
There will be an early departure fee of one night’s room fee, plus tax, in the event that you check out prior to your reserved check-out date.
Guests wishing to avoid this fee must advise the hotel at or before check-in of any change in their length of stay.

Alabama A&M University
Small, Historic, Student-Friendly, Community-Focused
Reflecting its heritage as a traditional 1890 land-grant institution, Alabama A&M University (AAMU) functions as a
teaching, research, and public service institution, including extension. AAMU is a dynamic and progressive
institution with a strong commitment to academic excellence. The serene, intimate campus is situated on “The Hill,”
only a short distance from downtown Huntsville, the site of the school’s founding.

Our Campus
The AAMU campus is situated on more than 2,300 scenic acres, a 5-minute commute from downtown Huntsville.
The campus has the unique distinction of being laid out by Frederick Law Olmsted, Sr., designer of New York’s
Central Park. AAMU has its own post office, Normal, Alabama.

The City of Huntsville
Huntsville, Alabama is one of the most recognized cities in the Southeast – consistently named as one of the best
places to live and work by a variety of national publications. Our city is regularly named as a premier location for
both business and quality of life. In 2009, Kiplinger’s Personal Finance named Huntsville as America’s Best City.

Technology, space, and defense industries have a major presence here with the Army’s Redstone Arsenal, NASA’s

Home to several Fortune 500 companies, Huntsville also offers a broad base of manufacturing, retail and service
industries. Our quality of life is second to none – with a variety of educational, recreational, and cultural
opportunities.

The Huntsville Metropolitan Statistical Area (MSA) has a population of approximately 417,593 persons; while the
area’s regional population consists of over 862,000 residents. An enduring economic success story is that of the City
of Huntsville and Redstone Arsenal. The City of Huntsville and Redstone Arsenal have lived, worked, and grown
together for more than sixty years. Their relationship has developed into a synergistic partnership that strongly
supports the U.S. Army mission and the quality of life of the soldiers and civilians who call this region home.
REGISTRATION FORM

Name: ________________________________________________________________
Last                      First                      Middle Initial

Title/Position: ____________________________________________________________

Institution/Business/Organization: __________________________________________

College/School: ____________________________________________ Department/Unit: ____________________________________________

City: ____________________________________________ State: ______ Zip Code: __________________

Phone: ___________________________ Email: ________________________________

Deli Box Lunches provided for $20 ($10 per day) Includes Sandwich, Chips, Whole Fruit, Cookies and a Chilled Soda (or Bottled Water)
Vegetarian (Pasta Salad, Fresh Fruit Salad, and Fresh Vegetable Salad with Vinaigrette Dressing)

Check one:
DAY 1 (Monday June 11)
( ) Honey Ham ( ) Roasted Turkey ( ) Roast Beef ( ) Vegetarian ( ) Lunch on your own

Check one:
DAY 2 (Tuesday June 12)
( ) Honey Ham ( ) Roasted Turkey ( ) Roast Beef ( ) Vegetarian ( ) Lunch on your own

For institutions that are members of the Alabama A&M University Graduate School's Feeder Network there is no cost to attend the conference for up to ten participants
(this does not include the cost of lodging and meals).

Check all that apply:
Registration Fee Lunch (day1) Lunch (day2) N/A (Will have lunch on own)
( ) $100 ( ) $10 ( ) $10 ( )

TOTAL PAYMENT: __________________________

Payment Method: *Make checks payable to: Alabama A&M University

Check: Check# ________________ Purchase Order: PO# ______________________ Money Order: MO# ______________________

Credit Card (Please check appropriate card): ___ MasterCard ___ Visa ___ Other __________________________

Credit Card Number: ___________________________ Expiration Date: ____________

Complete registration form and email credit card orders to: irsp@aamu.edu; fax to: 256-372-5030 or mail to:
Alabama A&M University
ATTN: Assessment Conference
P. O. Box 411
Normal, AL 35762

Total Payment Received: __________________________ (For Office Use Only)