Alabama A & M University Assessment Conference

“Blind Persons Describing an Elephant: Preparing for the Off-Site and On-Site Reviews”

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“Blind Persons Describing an Elephant”

Presentation Overview

- “The Elephant and Its Parts”
- Three Phases in Preparing for the Off-Site Review
- Key Elements in Preparing for the On-Site Review
- Summary and Discussion
“The Elephant and Its Parts”

Components of the Reaffirmation Review Process

- Off-Site Review
  - Compliance Certification Report
- On-Site Visit and Review
  - Quality Enhancement Plan
  - Focused Report from Off-Site Review
  - Review of Mandatory Requirements & Standards
- SACS Board of Trustees Review
  - Report of the Reaffirmation Committee
Planning for Success

Getting Started

- Formation of Leadership Team
  - Role of Chief Executive Officer
  - Role of Accreditation Liaison
- Assignment of Leadership Responsibilities
  - Compliance Certification Report (CCR)
  - Quality Enhancement Plan (QEP)
- Attending SACSCOC Orientation Meeting
- Development of Project Calendar and Timelines for CCR and QEP
Preparation for the Off-Site Review: Phase I

Establishing the Foundation: Two Months

- Reviewing/Refining Timeline
- Deciding Format
  - Print or Electronic
- Gathering Resources
- Assigning Review and Writing Assignments
- Orientation and Training for Review/Writing Team
Preparation for the Off-Site Review: Phase II

Building the Compliance Report—Six Months

- **Understanding the Requirement/Standard**
  - Multiple Elements within Statements
  - Reviewing Relevant Policies

- **Identifying and Evaluating Documentation**
  - Current, Focused, and Presented Effectively

- **Determining Compliance**
  - Three Options

- **Writing the Narrative**
  - Builds the Case for Compliance Judgment
  - Use the Persuasive Narrative Mode
Preparation for the Off-Site Review: Phase III

Editing and Refining the Report - Three Months

- Review/Edit All Narratives and Documentation
- Consider Use of External Reviewer
- Incorporate Feedback from All Sources
- Ensure Hyperlinks and Technology Functions
- Complete All Accompanying Forms and Information Requirements
- Submit Required Paper and Electronic Copies
Preparation for the On-Site Review

Key Elements of the On-Site Review

- Quality Enhancement Plan
- Focused Report
- Mandatory Review of Selected Requirements/Standards
- Local Arrangements
Preparation for the On-Site Review: Phase I

Quality Enhancement Plan-15 months

- Establishment of QEP Committee
- Development of Project Timeline
- Identification of QEP Topic
- Development of QEP Document that:
  - Includes widespread involvement
  - Demonstrates institutional capability
  - Includes goals and assessment plan
- Due Six Weeks Before On-Site Visit
Preparation for the On-Site Review: Phase II

Focused Report-3 Months

- Addresses Issues of Non-Compliance for Requirements/Standards Identified by the Off-Site Committee
- Usually Requires Additional Documentation for Requirements/Standards
- Brief Narrative Usually Sufficient
- Documentation May be Required On-Site
- Due about Six Weeks Prior to On-Site Visit
Preparation for the On-Site Review: Phase III

**USDE Mandatory Requirements/Standards**

- **On-Site Review Required Regardless of Off-Site Findings**
- **Two Core Requirements**
  - CR 2.8 & CR 2.9
- **Six Comprehensive Standards**
  - CS 3.8.2, 3.3.1, 3.4.3, 3.4.11, 3.10.3, & 3.11.3
- **All Federal Requirements**
- **Documentation Must Be Available to the On-Site Committee**
Preparation for the On-Site Review: Phase III

Local Arrangements

- Transportation
  - Airport to Hotel
  - Hotel to Campus

- Lodging
  - Meeting Area for Committee
  - Technology Availability

- Campus Accommodations
  - Work Space with Documents
  - Technology Requirements

- Meals
Final Phase

Reaffirmation Decision

- SACSCOC Board of Trustees Review of the Recommendations of the Off-Site and On-Site Committee Reports
- Decision of the Board of Trustees
Preparing for the Off-Site and On-Site Reviews

Questions

And

Discussion