

# DIRECTIONS FOR COMPLETION OF THE REPORT OF THE REAFFIRMATION COMMITTEE

## For Off-Site and On-Site Reaffirmation Committees

### Part I. Overview and Introduction to the Institution

#### For both the Off-Site and On-Site Reaffirmation Committees

- **Committee Names.** The official names for the two committees reviewing the institution for reaffirmation are the Off-Site Reaffirmation Committee and the On-Site Reaffirmation Committee.
- **Report Names.** The official name of the report rendered by the Off-Site Reaffirmation Committee is the Preliminary Report of the Reaffirmation Committee. The official name of the final report rendered by the On-Site Reaffirmation Committee is the Report of the Reaffirmation Committee. This Report represents a convergence of the work of the Off-Site and On-Site Reaffirmation Committees.
- **Responsibility for Final Report.** The On-Site Reaffirmation Committee has final authority over all aspects of the final report, the Report of the Reaffirmation Committee.

#### For the Off-Site Reaffirmation Committee

In this section, include the following statement: “The report from the Off-Site Reaffirmation Committee represents the preliminary conclusions of the Committee based on the application of the *Principles of Accreditation* to information provided by the institution in its completed Compliance Certification. This report is forwarded to the institution and the On-Site Reaffirmation Committee. The institution will have an opportunity to respond to the Off-Site Reaffirmation Committee’s findings in a Focused Report that also will be sent to the members of the On-Site Reaffirmation Committee. The On-Site Reaffirmation Committee will conduct interviews, review on-site documents, revise/update the preliminary report as appropriate, and approve a final Report of the Reaffirmation Committee. The Report and the institution’s response are forwarded to the Commission’s Board of Trustees for final action on reaffirmation of accreditation.”

#### For the On-Site Reaffirmation Committee

In this section, include the following statement: “The Report of the Reaffirmation Committee is the final committee analysis and report that includes the findings of the Off- and On-Site Reaffirmation Committees. It will be forwarded to the institution for a formal response. The report and the institution’s response are forwarded to the Commission’s Board of Trustees for action on reaffirmation of accreditation.”

In addition, briefly describe the nature of the institution and its history, e.g., control, enrollment, and student characteristics. Describe the purpose of the committee visit and acknowledge the arrangements and hospitality extended by the institution. (Personal references may be included.)

## Part II. Assessment of Compliance

### *Directions for Parts A thru D:*

#### **For the Off-Site Reaffirmation Committee**

Check the appropriate box to indicate the Committee's determination regarding the institution's compliance or non-compliance and develop a comment in accordance with "Guidelines for Writing Comments for Committee Reports" available at [www.sacscoc.org](http://www.sacscoc.org). Committee members should not copy/paste descriptive language provided in the Compliance Certification unless it is directly in support of the Committee's conclusion and is presented within context of those conclusions.

#### **For the On-Site Reaffirmation Committee**

*The On-Site Reaffirmation Committee is responsible for crafting the final report consistent with the following protocols.*

**Protocol 1 - Historical Record:** The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written.

**Protocol 2 – Non-Duplicating Reviews:** The narratives of the Off-Site Reaffirmation Committee supporting standards judged "compliant" normally do not need further review unless

- a. the On-Site Reaffirmation Committee inadvertently discovers significant non-compliance while reviewing other standards,
- b. the standard is preceded by an asterisk (see Protocol 3),
- c. a Third-Party Comment focuses on the particular standard, or
- d. the Off-Site Reaffirmation Committee's narrative does not address all aspects of the standard in which case (1) the responsible cluster coordinator should immediately contact the cluster committee chair and get the situation corrected, or (2) if the deficiency remains after the report has been forwarded to the On-Site Reaffirmation Committee, that committee should conduct its due diligence and update/complete the narrative.

**Protocol 3 – Standards Preceded by an Asterisk:** All standards marked with an asterisk must be reviewed on site regardless of the judgment rendered by the Off-Site Reaffirmation Committee. The function of the On-Site Reaffirmation Committee is to make an informed independent judgment regarding compliance.

- a. The Off-Site Reaffirmation Committee finds compliance for standards with asterisks and the On-Site Reaffirmation Committee also finds compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices, enhances the narrative only if needed and adds the following macro: "The On-Site Reaffirmation Committee reviewed documents and conducted interviews in support of the institution's case for compliance and affirms the findings of the Off-Site Reaffirmation Committee."
- b. The Off-Site Reaffirmation Committee finds compliance for standards with asterisks but the On-Site Reaffirmation Committee finds non-compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written; the On-Site Reaffirmation Committee conducts its review in accord with Commission practices, adds its findings and documentation, and then states its recommendation.

- c. The Off-Site Reaffirmation Committee finds non-compliance for standards with asterisks and the On-Site Reaffirmation Committee also finds non-compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written; the On-Site Reaffirmation Committee conducts its review in accord with Commission practices, adds its findings and documentation, if needed, and then states its recommendation.
- d. The Off-Site Reaffirmation Committee finds non-compliance for standards with asterisks and the On-Site Reaffirmation Committee finds compliance. The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation.

**Protocol 4 – All Other Standards (except QEP):**

- a. The Off-Site Reaffirmation Committee finds compliance for any other standard and the On-Site Reaffirmation Committee also finds compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. However, any reference to the Off-Site Reaffirmation Committee should be removed. The On-Site Reaffirmation Committee enhances the narrative only if needed; it does not mention its name.
- b. The Off-Site Reaffirmation Committee finds compliance for any other standard but the On-Site Reaffirmation Committee finds non-compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. If there is some appropriate triggering event, the On-Site Reaffirmation Committee will conduct its review in accord with Commission practices, add its findings and documentation, and then state its recommendation.
- c. The Off-Site Reaffirmation Committee finds non-compliance for any other standard and the On-Site Reaffirmation Committee also finds non-compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation, if needed, and then states its recommendation.
- d. The Off-Site Reaffirmation Committee finds non-compliance for any other standard and the On-Site Reaffirmation Committee finds compliance. The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its review in accord with Commission practices and adds its findings and documentation.

**Protocol 5 - Quality Enhancement Plan CR2.12 when judgment is compliance:**

Insert the following, “The institution developed an acceptable QEP. See Part III for additional information.”

**Protocol 6 - Quality Enhancement Plan CR2.12 when judgment is non-compliance:**

Insert the following, “The institution did not develop an acceptable QEP.” Follow with the committee’s recommendation. Then conclude with “See Part III for additional information.”

**Protocol 7 - Quality Enhancement Plan CS3.3.2 when judgment is compliance:**

“The institution satisfactorily addressed all components of this standard. See Part III for additional information.”

**Protocol 8 - Quality Enhancement Plan CS3.3.2 when judgment is non-compliance:**

Insert the following, “The institution did not satisfactorily address component(s) *a, b or c* of this standard.” Follow with the committee’s recommendation(s). Then conclude with “See Part III for additional information.”

**Protocol 9 - Format for committee recommendations:**

- a. **Body of report:** Number the recommendations consecutively and use the following standard format to set them apart from the narrative:  
Recommendation 1: The Committee recommends that...

In the final report, all checks of "Compliance" and "Non-compliance" should be eliminated. For each standard/requirement, only narrative in support of compliance or a recommendation and narrative in support of non-compliance should be included.

- b. **Appendix C:** Number the recommendations consecutively and use the following standard format:  
CR 2.11.1 (Financial Resources), Recommendation 1  
The Committee recommends that....

***Directions for Part E:***

For the Off-Site or On-Site Reaffirmation Committee

Both Committees may make advisory and laudatory comments regarding the institution and either include them here or embed them in the comments for the respective Core Requirement or Comprehensive Standard. **Do not make formal suggestions or commendations.**

## **Part III. Assessment of the Quality Enhancement Plan**

### **For the On-Site Reaffirmation Committee**

The On-Site Reaffirmation Committee is responsible for evaluating the acceptability of the QEP and confirming that it is part of an ongoing planning and evaluation process. Items A – C provide a framework (1) for analyzing the extent to which the institution has provided evidence that it is committed to a course of action that addresses a topic or issue to improve the quality of student learning and (2) for providing advice and consultation to assist the institution in strengthening its QEP.

#### **Directions for A:**

Complete a very brief description of the Quality Enhancement Plan focusing on the main elements of the Plan.

#### **Directions for B:**

Use the indicators outlined in 1 – 5 to evaluate the acceptability of the QEP. Include recommendations and narrative as appropriate. Items 1 and 2 inform compliance with CR 2.12; items 3, 4, and 5 with CS 3.3.2.

#### **Directions for C:**

Use this section to highlight strengths that have not been addressed above and to provide advice to assist the institution in strengthening its QEP.

## Appendices

**Appendix A:** To be completed by the Off and On-Site Reaffirmation Committees.

**Directions:**

For the Off-Site Reaffirmation Committee, include the name, title, institution, city and state of each committee member and the COC Staff Coordinator.

For the On-Site Reaffirmation Committee, include the name, title, institution, city and state of each committee member and the COC Staff Representative.

**Appendix B:** To be completed by the On-Site Reaffirmation Committee.

**Directions:** List off-campus sites or distance learning programs visited physically or through electronic means and reviewed by the Committee.

**Examples:**

New Orleans, LA: B.S. in Accounting offered at 322 St. Charles Street  
Charleston, SC: General education courses, BBA, BS in Accounting offered at 611  
Calhoun Avenue  
B.S. in Accounting and BBA offered to approximately 125 students on the Web.

**Appendix C:** To be completed by the On-Site Reaffirmation Committee.

**Directions:** List recommendations consecutively. Include the Core Requirement, Comprehensive Standard or Federal Requirement number; descriptor; recommendation number; and the recommendation narrative.

**Example:**

CR 2.11.1 (Financial Resources), Recommendation 1.  
The Committee recommends that the institution provide a copy of its latest audit...

**Updated: August 2011**