

**Southern Association of Colleges and Schools
Commission on Colleges**

ADVISORY VISIT

date

**Dr. Michael S. Johnson
Vice President**

OBJECTIVES

- To explore issues, questions, and topics of interest relating to the reaffirmation process
- To discuss specific aspects of the Certification of Compliance, including interpretation of requirements/standards, documentation issues, the logistics of the presentation of materials; and avoiding common problems experienced by other institutions
- To discuss the Quality Enhancement Plan and to explore specific areas of concern regarding the QEP
- To answer questions relating to the timing and components of the peer review process (documents, timing of activities, etc.)

SCHEDULE

The sequence and length of following series of meetings may vary according to the needs of the institution. In all cases, the meetings should accommodate the schedules of the individuals involved, and the issues to be discussed during each meeting should include those identified by the institution.

Meeting with the Leadership Team [1 hour]

Questions as to process, issues regarding adherence to Commission policy regarding Substantive Change, clarify extent of involvement in multiple sites and/or distance education, review timelines, etc.

Meeting with Accreditation Liaison and others involved in preparing reports [1 hour]

The role and responsibilities of the accreditation liaison; logistics of preparing the Compliance Certification, the QEP, Focused Report, hosting the on-site team, etc.

Discussion of specific compliance issues [Attendance TBD] [1 ½ hours]

Interpretation of standards, examination/demonstration of how materials are to be presented

Working Lunch [Attendees to be determined] [1 hour]

QEP discussion [QEP leadership team] [1 ¼ hours]

Meeting with CEO/President [45 minutes]

Issues raised during the day, timelines, issues of process

If the institution would like an open forum to discuss aspects of the reaffirmation process with a broader group of faculty and staff, or would like a formal presentation on the accreditation process, that would be fine – but please schedule this in advance.

PREPARATIONS

Send to Dr. Johnson in advance of the meeting [*at least 2 weeks if possible*] as much of the following as can be sent:

- List of individuals (including titles) who will be attending meetings. Please identify any committee chairs on the roster.
- Issues, topics, and/or questions each of the committees or groups might like to address during the day – especially those which might require some research.
- A brief summary of the QEP including its focus, rationale, projected outcomes, and other operational items available to date. Such items might include the project time line, committee organization, budget, administrative oversight.
- Examples of the “cases for compliance” with various Core Requirements and/or Comprehensive Standards. Pick the more difficult standards, not ones that require little work. Good candidates for this review would be: CR 2.2, CR 2.5, CR 2.8, CR 2.9, CR 2.10, CR 2.11.1, CS 3.3.1 (all subsections), CS 3.4.7, CS 3.4.11, CS 3.5.1, CS 3.7.1 (at least a sample page or two from the Faculty Roster), 3.10.4, and/or FR 4.5. The choice of standards for discussion/review, of course, is up to the institution.
- If the document will be presented electronically, please provide an example of the format to be used – either in advance of the visit, or during the visit.