Agenda

- Introduce New Staff
- Cross Review Update
- Faculty Roster Update
- Strategic Plans Update
- Mock Reviewer Process
- QEP Update
- Upcoming Dates
Common Concerns – Cross Reviews

1. Assuming SACS reviewers will link to documents and read the details
   Solution: provide brief summaries to all evidence

2. Use of examples instead of actual documentation

3. Getting lost in some of the detail – lack of clarity

4. Not thinking like a reviewer – assuming they know UK
USING A CONSULTANT: 
Drs. Robert Armacost and 
Julia Pet-Armacost 

College of Medicine 
Central Florida 
SACS Annual Meeting
Review of Compliance Certification

- Review of compliance certification document
  - Extensive workload depending on area
- Core requirements, comprehensive standards, federal requirements
  - Review narrative for completeness and accuracy
  - Review references and attachments
  - Provide suggestions for improvement
  - Faculty qualifications (Sampling)
  - Program assessment (Sampling)
  - 25-50 hours depend on level of review and feedback details
Faculty Qualifications Review

- Workload depends on number of faculty and organization of roster
- Descriptions of qualifications to teach in programs
- Use of credentials
  - Verification
  - Appropriateness
- Use of other qualifications
  - Documentation
  - Sufficiency
  - Reasonableness
Review of Program Assessment

• Assessment plans
  – Review of student learning outcomes
  – Review of measures and data collection plan
  – Provide suggestions for improvement
• Results and use of results
• 30-50 hours depending on maturity and programs
• Helpful to discuss results with assessment committee
Review (QEP)

- Check against criteria
- Readability and understandability
- Is it convincing?
- Adequate baseline data and initial efforts
- Appearance of single author
- Consistency
- Verify assessment approaches
- 10-20 hours depending on level of detailed review
- Helpful to discuss results with authors
Internal Review

• On Faculty Credentials
  – College’s review of the Faculty Roster for their College
  – Internal Faculty ad-hoc committee to review the faculty roster for the campus
    • Who should be on this committee
    • When to have them conduct reviews
    • Amount of ‘stipend’ for efforts
Mock Visit

• Check organization
• Meet with scheduled groups to check readiness
  – QEP and compliance issues
  – Awareness
  – Consistency
  – Accuracy
• Provide feedback and recommendations
  – SACS Accreditation Liaison
  – Individuals
Summary

• Consultants can provide excellent input regarding organization, direction, process and content
• Institution needs to determine what kind of help is needed
• Don’t wait until the last minute
  – Good reviews take time
  – You will need time to implement any recommendations, rewrite narratives, find additional evidence, etc.