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	<p><i>An Accountability and Institutional Effectiveness Publication</i></p>

### SACSCOC On-Site Reaffirmation Committee Visit October 3-5

Over the past two years, the Chipola College faculty and staff have worked diligently to prepare for the college's reaffirmation of accreditation from the Southern Association of College and Schools Commission on Colleges (SACSCOC). During this time, the college developed its Compliance Certification, a nearly 700 page document in response to more than 90 principles of accreditation. The college also developed a Quality Enhancement Plan (QEP) designed to improve an aspect of student learning identified through an institutional assessment process. Chipola's QEP, *GPS - Set Goals, Define Purpose, Achieve Success*, will help students develop knowledge and skills needed to make informed decisions regarding career goals and educational pathways to achieve those goals.

The next major step in the reaccreditation process will occur October 3-5 when the SACSCOC On-site Reaffirmation Committee visits Chipola College. The On-Site Committee is comprised of seven individuals from peer institutions outside the state of Florida. The committee will conduct interviews, review college records, and evaluate the college's QEP in preparation for finalizing the *Report of the Reaffirmation Committee*. The committee's report also includes the findings of the Off-Site Reaffirmation Committee, which met in April 2017 to evaluate Chipola's Compliance Certification.

Listed below are the members of the SACSCOC On-Site Reaffirmation Committee for Chipola College. Dr. Patricia Donat, SACSCOC Vice President, will be with the committee in an advisory capacity. Dr. Barbara Parker, President of Haywood Community College in Clyde, NC, will join the committee as an observer.

Chipola College SACSCOC On-Site Reaffirmation Committee	
Dr. Carol A. Corbat (Chair) Chair, Biological Sciences LSU at Alexandria Alexandria, LA	Dr. Patricia A. Kraft Dean of Nursing and Health Sciences, Professor of Nursing College of Coastal Georgia Brunswick, GA
Ms. Sherry J. Whitten (QEP Evaluator) College and Career Planning Center Director Northeast Alabama Community College Rainsville, AL	Dr. William M. Kirkland Professor of History and Humanities, Director of Honors Program Bainbridge State College Bainbridge, GA
Dr. Mark A. Cunningham VP for Institutional Effectiveness Atlanta Metropolitan State College Atlanta, GA	Dr. Margaret H. Venable President Dalton State College Dalton, GA
Dr. Lisa M. Harper Dean, Student Support Services Tyler Junior College Tyler, TX	

### On-Site Reaffirmation Committee Activity Schedule

The On-Site Reaffirmation Committee has a heavy work load over a short period of time. Much of its time on campus will be spent evaluating the QEP, reviewing college records, and interviewing members of the student body, faculty, and staff. Most of the work on the *Report of the Reaffirmation Committee* will take place in the hotel workroom. Following is the committee's **tentative** schedule for October 3-5. The schedule must remain flexible to accommodate changes dictated by the committee members' work once they are on campus.

#### **Day 1, Tuesday, October 3**

<b>Time</b>	<b>Location</b>	<b>Activity and Purpose</b>	<b>Participants</b>
8:00 am	Hotel	Depart for campus	Committee members, college driver
8:15 – 8:30 am	A-156 Campus Workroom	Orientation to campus workroom	Committee members, SACSCOC Accreditation Liaison, Assistant to SACSCOC Accreditation Liaison, IT Support Team
8:30 – 10:00 am	A-156 Campus Workroom	Committee organizational meeting	Committee members
10:00 – 10:30 am	Z-116 Lecture Hall	Welcome session with President and college leadership team	Committee members and College Administrative Council members, QEP Director, QEP Development Team Chair (Members of the Board of Trustees are invited to attend.)
10:30 – 11:30 am	Z-116 Lecture Hall	Committee meeting with QEP leadership team, QEP overview	Committee members, QEP Director, QEP Development Team and Strategies & Implementation Team members
11:30 am – 1:00 pm	A-156 Campus Workroom	Working lunch	Committee members
1:00 – 4:00 pm	A-156 Campus Workroom, A-192, A-186, Z-215, other locations TBD	Interviews and document reviews	Committee members TBD, faculty and staff identified by committee
4:00 – 5:00 pm	A-156 Campus Workroom	Committee executive session to assess progress and set schedule for next day	Committee members
5:00 pm	A-156 Campus Workroom	Depart for hotel	Committee members, college driver
5:45 pm	Hotel	Depart for restaurant	Committee members, college driver
6:00 – 7:00 pm	Restaurant	Dinner	Committee members
7:00 pm	Restaurant	Depart for hotel	Committee members, college driver
7:30 pm	Hotel Workroom	Independent work on reaffirmation report	Committee members TBD

#### **Day 2, Wednesday, October 4**

<b>Time</b>	<b>Location</b>	<b>Activity and Purpose</b>	<b>Participants</b>
8:00 am	Hotel	Depart for campus	Committee members, college driver
8:15 – 10:30 am	A-156 Campus Workroom, A-192, A-186, Z-215, other locations TBD	Interviews and document reviews	Committee members TBD, faculty and staff identified by committee members, QEP Director, QEP Development Team and Strategies & Implementation Team members TBD
9:30 – 10:30 am	Campus	Tour of key facilities	SACSCOC Vice President, Committee CEO, President, President's appointees
10:45 am – 12:00 pm	Z-111	Group 1 QEP group discussion <i>Exploring the QEP: An Examination of the Focus and Assessment of the QEP</i>	Committee members TBD, QEP Director, QEP Development Team and Strategies & Implementation Team members TBD

10:45 am – 12:00 pm	Z-112	Group 2 QEP group discussion <i>Exploring the QEP: An Examination of Institutional Capacity and Campus Involvement</i>	Committee members TBD, QEP Development Team Chair, VP of Administrative & Business Affairs, Associate VP of Human Resources, QEP Development Team and Strategies & Implementation Team members TBD
12:00 – 1:00 pm	A-192 Conference Room	Working lunch #1	Committee Chair, SACSCOC VP, President, Board of Trustees Chair and Vice Chair
12:00 – 1:00 pm	Z-215 Conference Room	Working lunch #2	Committee members TBD, invited students
12:00 – 1:00 pm	Cafeteria Faculty Dining Room	Working lunch #3	Committee members TBD, invited faculty and staff not serving on a QEP team, but aware of QEP
1:00 – 2:00 pm	A-156 Campus Workroom	Committee executive session to assess progress	Committee members
2:00 pm	President's Office	President briefing	Committee Chair, SACSCOC VP, Committee CEO, President
2:00 – 4:00 pm	A-192, A-186, Z-215, other locations TBD	Interviews regarding remaining compliance and QEP issues	Committee members TBD, faculty and staff identified by committee members, QEP Director, QEP Development Team and Strategies & Implementation Team members TBD
2:00 – 4:00 pm	A-156 Campus Workroom	Report writing and document review	Committee members
4:00 pm	A-156 Campus Workroom	Depart for hotel	Committee members, college driver
4:30 – 6:00 pm	Hotel Workroom	Committee executive session to discuss findings, develop recommendations, review process for completing draft report, and discuss final day's schedule	Committee members TBD
6:30 pm	Hotel	Depart for restaurant	Committee members, college driver
6:45 – 8:00 pm	Restaurant	Dinner	Committee members, Board of Trustees Chair, Board of Trustees Vice Chair, President's appointees
8:00 pm	Restaurant	Depart for hotel	Committee members, college driver
8:30 pm	Hotel Workroom	Independent work on reaffirmation report	Committee members TBD

### Day 3, Thursday, October 5

Time	Location	Activity and Purpose	Participants
8:00 am	Hotel	Depart for campus	Committee members, college driver
8:30 – 9:00 am	President's Office	Pre-briefing of exit conference, if needed	Committee Chair, SACSCOC VP, President
9:00 – 10:00 am	Z-116 Lecture Hall	Exit conference to present orally any recommendations of committee and to provide feedback on QEP	Committee members, President's invitees
10:15 am	Z-116 Lecture Hall	Depart for airport(s)	Committee members, college drivers

## **Preparing for the On-Site Reaffirmation Committee**

The faculty and staff play active roles in the reaccreditation process, and it is important that they be prepared for their roles. To prepare for the on-site review, college employees are asked to do the following:

1. **Read the QEP**, which is accessible from the front page of the college website. Know what area of student learning the QEP addresses (helping students gain knowledge and skills needed to make informed career and educational pathway decisions). Know what is proposed in the QEP to improve the identified area of student learning (implement SLS 1401, Career and Life Planning, a two-credit course that includes career-focused self-assessments and associated research assignments).
2. **Be able to describe how the faculty, staff, and students were involved in developing the QEP.** There are several examples of how students and employees were involved in developing the QEP. Employees and students attended open meetings in which institutional data were presented and participant feedback was used to identify the QEP topic. These institutional data were also presented to employees, students, and members of the Board of Trustees via a college YouTube video. After viewing the video, participants were asked to submit their choices for the QEP topic. Students participated in a contest to identify a QEP slogan, and more than 600 of them voted for their favorite. Several members of the faculty, staff, and student body were on committees responsible for developing the QEP.
3. **Know the mission of the college** and understand that college activities and operations focus on accomplishing its mission. Mission Statement: *Chipola College provides access to quality learning opportunities toward baccalaureate degrees, associate degrees, and certificates and facilitates the economic, social, and cultural development of the college's service area.*
4. **Understand that planning is based on assessment results.** Educational programs, administrative support service units, and educational support service units evaluate past outcomes and assess current strengths and weaknesses to plan improvement strategies and identify budgetary needs for achieving anticipated outcomes. At the end of the academic year, the plans are assessed and the cycle repeats. This process is the **Chipola Model for Planning, Assessment, and Sustained Success (CoMPASS)**.
5. **Selected IT support personnel must plan on being available at all times.** Selected individuals from the Information Systems Division must be available to quickly assist members of the On-Site Reaffirmation Committee with technical issues related to computers, printers, paper shredders, etc. in the college and hotel workrooms.
6. **Be available and keep your schedule open** during the days the On-Site Reaffirmation Committee is on campus. As committee members seek evidence of Chipola's compliance with SACSCOC principles of accreditation, they will need quick access to employees and college records.
7. **Attend meetings called to prepare for the on-site visit.** In September, employee meetings will be called in preparation for the on-site visit. Individuals involved in developing the QEP and employees identified for interviews will participate in additional meetings to prepare for their roles.
8. **Enjoy the process!** Reaffirmation of accreditation only occurs every ten years. Use this opportunity to show others what makes Chipola College a great place to work and learn.

*Chipola College Facts!* is a monthly accountability and institutional effectiveness fact sheet published jointly by the Chipola College Assessment, Compliance, and Grants Office and the Office of Information Systems. Its purpose is to facilitate informed decision-making by publishing relevant information throughout the year. For more information, contact Dr. Matthew Hughes at Chipola College, 3094 Indian Circle, Marianna, FL 32446 or at [hughesm@chipola.edu](mailto:hughesm@chipola.edu).

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