

Details Matter... Considerations in Planning the On-Site Reaffirmation Visit

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Copiah-Lincoln Community College

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Oxford, MS

Tip #1—Start Early

- ▶ 3 Years of Data is Recommended
- ▶ Plan on at least 1 year to complete the Compliance Certification
- ▶ Start on faculty credentials files about 2 years out—can be very labor intensive
- ▶ Plan a budget VERY early and get the blessing of your president/VP of business affairs.

TIP #2—Divide and Conquer

- ▶ Assign committees to do the work:
 - ▶ Faculty Credentials Committee
 - ▶ Compliance Certification Committee with Numerous Subcommittees to Write Sections
 - ▶ QEP Topic Selection Committee
 - ▶ QEP Public Relations Committee
 - ▶ QEP Assessment Committee
 - ▶ QEP Implementation Committee
 - ▶ SACSCOC Visit Logistics Committee with Numerous Subcommittees

TIP #4—Assemble Documentation Early

- ▶ All documentation needs to be in PDF form
- ▶ Make sure you have Adobe Acrobat Professional Edition so you can extract pages from documents and highlight what the committee needs to see.
- ▶ Make policy changes early so they will be in line with the SACSCOC standards

TIP #5—Revise, Revise, Revise & Polish

- ▶ Have group editing sessions (It took us about 10 afternoons from 1-3) to edit the entire compliance certification. Have key players there.
- ▶ Give them the draft of the sections 1 week before the editing session so they can do editing ahead.
- ▶ Seek uniformity in writing style, avoid acronyms, avoid passive voice, and avoid use of gender specific writing
- ▶ Have two people sit down and polish while sitting at the compliance software to give polish and ease of reading to the document—Use tables, color, shading, and other features to make your document look very professional.

TIP #6—DON'T REINVENT THE WHEEL

- ▶ Feel free to start with an old version that you submitted to a prior review, but be sure to update it
- ▶ Keep the narrative as succinct as possible. Illustrate with charts and tables wherever possible.
- ▶ Don't provide more information than they are asking for. Answer only what the standard specifies.

Tip #7—General Formatting

- ▶ Use HEADINGS throughout the narrative so the reader can check off what is in the standard (see example below)
- ▶ 3.2.5—Board Dismissal: The governing board has a policy whereby members can be dismissed only for appropriate **reasons** and by a **fair process**.

Reasons for Dismissal

Copiah-Lincoln community college has a policy.....

Due Process

The *Policies and Procedures Manual* has a detailed policy outlining the due process for the dismissal of board members. It should be noted that to date there has been no instance of a board member being dismissed since the inception of this policy.

Elements of Policy Use in Narratives

- ▶ When referencing institutional policies, you must show in the narrative that they have been:
 - ▶ **Approved** (We show the approval date on the footer of all of our policies that we link to)
 - ▶ **Published** (We show the publication date on the footer or all of our policies that we link to)
 - ▶ **Implemented** (Show documentation of how the policy was implemented)
 - ▶ **Enforced** (Show documentation of enforcement of the policy)

Pitfalls of Faculty Credentialing

- ▶ If you do not have faculty credentialing software, you need it.
- ▶ Upload as much information as you possibly can through an import process.
- ▶ Plan on hundreds of hours of time for scanning transcripts. We reassigned three individuals (clerical personnel) to have to come to the credentialing office two hours per day for about 6 months to complete this process.
- ▶ Don't forget to have professional development logs/vitas ready and up to date.
- ▶ We used a standard vita format for everyone so the format was identical for everyone. We did not accept their personal copies of their resume but made them use the template.

Common faculty credentialing findings

- ▶ People with social work degrees teaching sociology courses
- ▶ Coaches with education degrees teaching health and physical education courses
- ▶ The OLOGIES—Psychology, Sociology, can be especially problematic especially for individuals with counseling psychology backgrounds
- ▶ Watch out for INDEPENDENT STUDY and SPECIAL PROBLEMS courses—you will very likely have to respond in the focused report to show what the special problem was and how it relates to the learning outcomes they teach

VISIT LOGISTICS

- ▶ Early communication with the chair by your CEO.
- ▶ We recommend you pay for an advisory visit by your SACSCOC VP and have her stay overnight at the hotel you are recommending for the visit.
- ▶ Start planning logistics 6-8 months in advance.
- ▶ Book hotel block early—make sure their room block is free from distractions such as a team of little league soccer players.
- ▶ Book restaurants early—one each evening for three evenings.

Get the blessing of communicating with the committee from the chair

- ▶ Wait on the Chair to give you the green-light to contact the committee.
- ▶ CC all correspondence to the committee to the chair and the SACSCOC VP.
- ▶ Send the info form about flight plans/travel/food preferences/technology needs.
- ▶ Compile this data into a spreadsheet and give to responsible committees at your campus.

Committee Structure We Used for Planning the Visit

- ▶ **Transportation committee:** Reserves fleet vehicles and drivers to pick up the team at the airport; schedules fleet vehicles to transport them back and forth to meals and on campus. Golf carts can also be helpful.
- ▶ **Hospitality committee:** Plans refreshment breaks, puts together a gift bag of small items. Makes sure meeting room on campus is stocked with food, chilled beverages, and coffee
- ▶ **Follow-Up Committee:** Calls all restaurants to confirm menus and visits restaurant the day of the event to be sure everything is on schedule.
- ▶ **Student/Administrator Luncheon Committee:** Plans the informal luncheon on campus where committee members get to interact with students and administrators. Has a “rehearsal” with students so they know what to expect.

Committees

- ▶ **Technology Committee:** Makes sure technology is adequate for campus meeting rooms and hotel (Wi-Fi, printer access, paper shredders, etc.)
- ▶ **Campus Education Committee:** Hold small group meetings with various constituent groups (board, faculty senate, etc.) to let them know what types of questions to expect.
- ▶ **Campus Preparations Committee:** Arranges all physical facilities for the event and follows up with the physical plant to make sure that areas on campus are clean and ready

Do not give all of the work to the committee....be a servant leader.

- ▶ I like to take on as much of the responsibility as possible to make the committee have a job that is not overwhelming. For example, here are things I personally did for the committees:
 - ▶ Visited hotel and reserved rooms.
 - ▶ Booked all restaurants and determined menus.
 - ▶ Assisted in reserving campus facilities.
 - ▶ Assisted with picking up individuals at the airport.
- ▶ Met the committee at the hotel every morning and checked on them.
- ▶ Stayed at the restaurants with them two nights and ate in a separate room.
 - ▶ Helped set up all meeting rooms, resource tables, & refreshments.

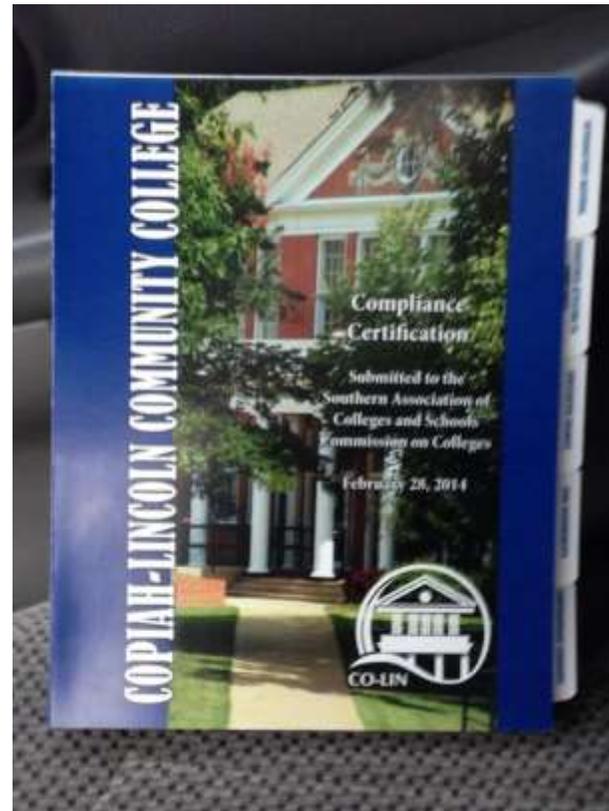
Details really matter

- ▶ Try to brand your image on everything you send the committee.
- ▶ We ordered printed flash drives with our college logo labeled “Compliance Certification”
- ▶ Have umbrellas and bottled water ready in transport vans to airport.
- ▶ Have name badges printed for the committee.
- ▶ We had all transportation vans professionally detailed.
- ▶ We had banners put up on campus with the QEP Logo and on all campus bulletin boards.
- ▶ Professionally bind your printed copy of the Compliance Certification and QEP.

Other Lessons Learned

- ▶ Expect changes to the agenda and adjust accordingly (especially with interviews)
- ▶ Use group text messaging among your team (it is truly a lifesaver)
- ▶ A small hotel venue works great (We reserved an entire small downtown boutique hotel where all restaurants were within walking distance)
- ▶ Let the hotel handle the breakfast needs
- ▶ Keep lunches on campus light and simple since they eat heavy at night.
- ▶ Keep the pace of your staff calm and relaxed the entire visit or the committee could sense any indicators of anxiety as that of not being prepared.

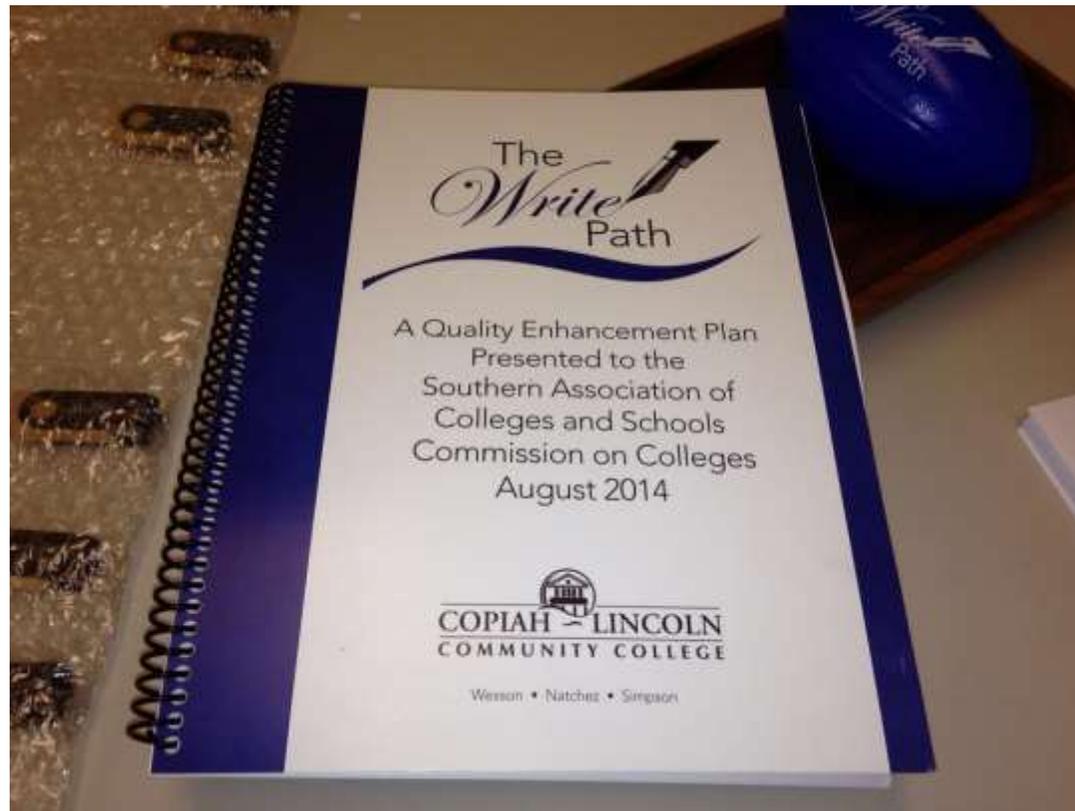
Professionally Bound Compliance Certification



Have those mailing boxes ready



Professional Looking QEP



Pick the right people...

Make the QEP a “big thing” on campus!

- ▶ **Airport Pick Up People** need to be your most friendly people on campus. Don't ever get someone who you think may have a grievance against the college.
- ▶ **Pick your best students** for the student luncheon. Make your group diverse in terms of ethnicity, major, and traditional/nontraditional age.
- ▶ **Imbed the QEP Topic into your culture** VERY HEAVILY the semester of the visit.
 - ▶ QEP Video in all student orientation classes
 - ▶ QEP Logo on all student ID Cards
 - ▶ QEP Posters all over campus and on bulletin boards
 - ▶ QEP Contests (we did a logo contest and gave an I-Pad mini.)
 - ▶ All computers open up with the QEP logo upon login.
 - ▶ Throw out QEP footballs and t-shirts at first home football game.

Meeting Space for the Committee



Adequate Technology & Resources



- Reams of Paper
- File Folders
- Shredder
- Multifunction Printer/Copier
- Paper Clips
- Flash Drives
- Stapler
- Instructions on Access to Network
- Support Phone Numbers
- Box of Tissue

Resource Table for Meeting Rooms



College Catalogs
Alumni Magazines
Student Handbook
Other Brochures and
Publications
Pens and Post-It Notes with QEP
Logo

Plan Self-Service Refreshments in Meeting Rooms (Keurig/Refrigerator)



Plan nice private dining for committee



Plan for appetizers.

Plan on how to purchase food/beverages that may not be able to be purchased by the College depending upon your local state laws. (i.e.- Foundation)

Assign someone on staff to decorate tables.

Send two staff members (transport/logistics) to each meal and have them eat in a **separate room**. College staff are not allowed to dine with committee.

QEP LOGO FOR CAMPUS SIGNAGE



QEP LOGO AND STUDENT TRAILBLAZER QEP T-SHIRTS



FIRST HOME FOOTBALL GAME—QEP AWARENESS THEME



QEP T-SHIRTS

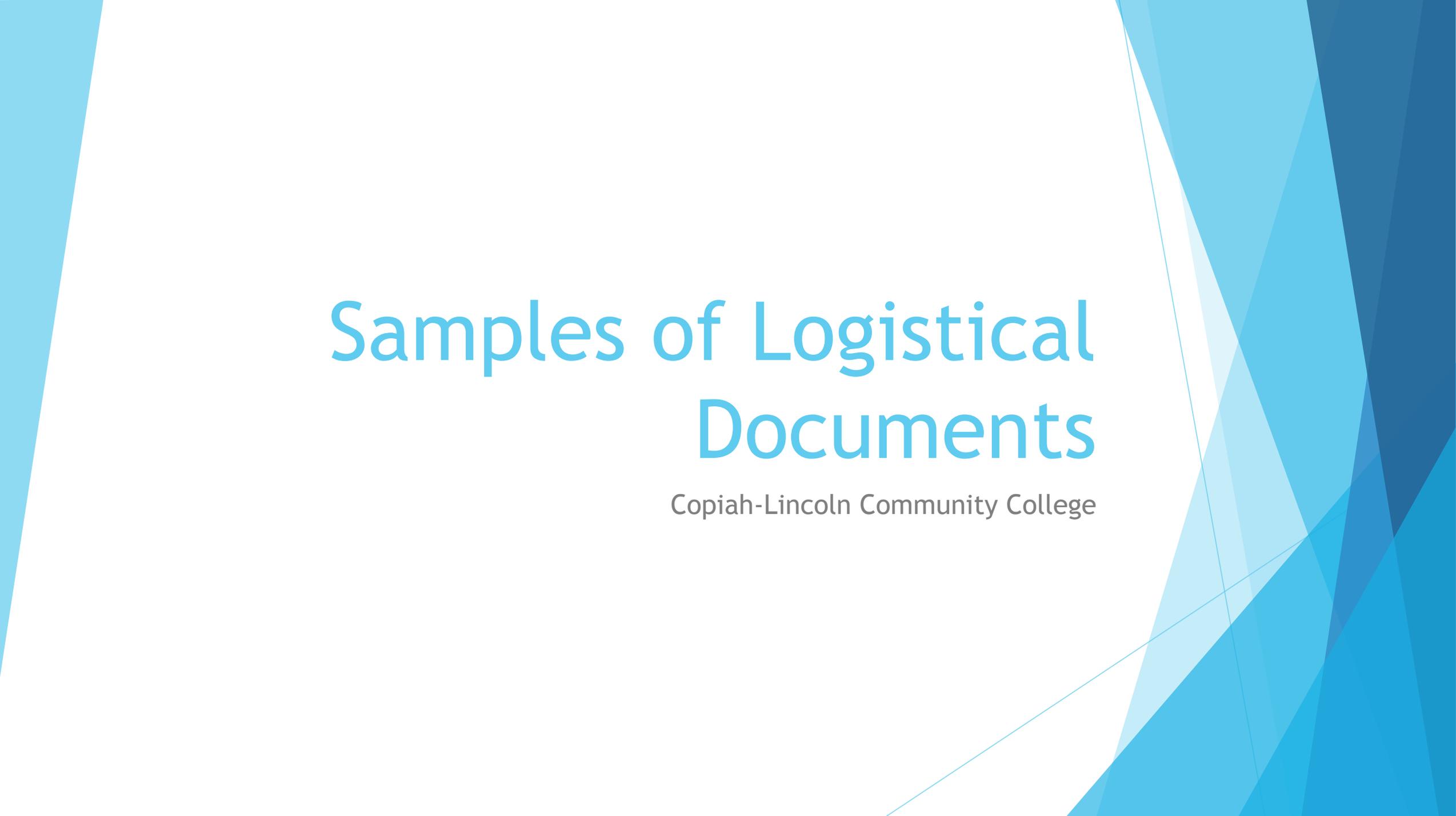


QEP BULLETIN BOARD SIGNS--LARGE



QEP YARD SIGNS-SMALL



The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

Samples of Logistical Documents

Copiah-Lincoln Community College



NAME	CELL #	ARRIVAL DATE	AIRLINE #	ARRIVAL TIME	CLCC HOST & CELL #	CLCC CAR OR VAN #
Dr. Gareth <u>Euridge</u> Of Tallahassee Community College, FL euridgeg@tcc.fl.edu	850-273-XXXX	Sept. 22	Delta Flight #2478	3:15 p.m.	Bryan Noble 662-719-8978	Fleet Minivan
Dr. Garrett <u>Hinshaw</u> (CHAIR) Catawba Valley Community College, NC	828-381-XXXX	Sept. 22	Delta Flight #1228	12:45 p.m.	Dr. Ronnie Nettles, President 601-757-0467	Fleet Minivan
Dr. Robert <u>Riza</u> , Observer Clarendon College, Texas	254-205-XXXX	Sept. 22	American Airlines Flight #3444	2:10 p.m.	Chris Warren 601-754-0895	Fleet Car
Mrs. Xenia Johns, Southern Crescent Technical College, Georgia	770-229-XXXX	Sept. 22	Delta Flight #2478	3:15 p.m.	Bryan Noble 662-719-8978	Fleet Minivan
Dr. Kay Albertson, Wayne Community College, North Carolina	919-222-XXXX	Sept 22	Delta Flight #2478	3:15 p.m.	Bryan Noble 662-719-8978	Fleet Minivan
Dr. Crystal A. Baird, VP of SACSCOC	404-679-XXXX	Sept 22	Delta Flight #1228	12:45 p.m.	Dr. Ronnie Nettles, President 601-757-0467	Fleet Minivan
Dr. Amy Burchett, Howard College, Texas	432-213-XXXX	Sept 22	American Airlines Flight #3444	2:10 p.m.	Chris Warren 601-754-0895	Fleet Car
Ms. Jennifer <u>Hippensteel</u> , Southwestern CC, North Carolina	828-339-XXXX	Sept 22	US Airways Flight #4532	10:14 a.m.	David Campbell 601-384-7082	Fleet Car
Ms. Jamie Ashby, Texarkana College, Texas	903-277-XXXX	Sept 22	American Airlines Flight #2845	4:20 p.m.	Dr. Jane Hulon 601-757-0655 Dr. Jeff Posey 601-748-5801	Dr. <u>Hulon's</u> Vehicle
Mr. Danny Gibbs, Roane State CC, Tennessee	865-882-XXXX	Sept 22	Delta Flight #1228	12:45 p.m.	Dr. Ronnie Nettles, President 601-757-0467	Fleet Minivan

ITINERARY

Travel Day (Monday, September 22)

Pick up from airport and take straight to Inn on Whitworth

Time	Individuals Picked Up	Driver/Staff	Vehicle
10:14 a.m.	Hippensteel	David Campbell/Angela Furr	Minivan
12:45 p.m.	Hinshaw, Baird, Gibbs	Dr. Nettles	Minivan
2:10 p.m.	Burchett, Riza	Chris Warren/Mary Warren	Car
3:15 p.m.	Euridge, Johns, Albertson	Bryan Nobile/Lea Ann Knight	15 Passenger Van
4:20 p.m.	Ashby	Dr. Hulon/Dr. Posey	Dr. Hulon's Car

3:00 p.m. - 5:00 p.m. - Visit to CLCC Natchez Campus - Committee Chair and selected members

Time	Individuals Picked Up	Driver/Staff	Vehicle
2:00 p.m. (Inn on Whitworth)	Hinshaw, Baird, Gibbs, Hippensteel Take to Natchez Campus	David Campbell/Jackie Martin	Car or Minivan from Dr. Nettles

6:15 p.m. -All Committee Members meet in the hotel lobby around 6:15 p.m. for dinner. Reservations have been made for 6:30 p.m. at *Mitchell's Steak and Seafood* in Brookhaven.

Time	Individuals Picked Up	Driver	Vehicle
6:15 p.m.	Entire Committee—Take to Mitchell's	Bryan Nobile	15 Passenger Van

Committee Orientation immediately following dinner.
(Location: Hotel Conference Room Suite)

door to the inn starting at 7:00 a.m.

8:00 a.m. - 9:30 a.m. Compliance Review (Location: Hotel Conference Room Suite)

9:30 a.m. - 9:45 a.m. Group Travels to Campus

Time	Individuals Picked Up	Driver	Vehicle
9:30 a.m.	Entire Committee—Take to Thames Center	Chris Warren	15 Passenger Van

9:45 a.m. - 10:15am. Welcome session with institution's Leadership Team (light refreshments available). Host CEO and chair will facilitate introductions plus an overview of the college and the committee's work.

Location: Thames Conference Center, Wolf Hall A

Dr. Ronnie Nettles	President	LT
Dr. Jane Hulon	Vice President of Instructional Services	LT
Dr. Jeff Posey	Director of Institutional Research & Planning	LT
Dr. Stephanie Duguid	Assistant Dean of Academic Instruction	LT
Mr. Kendall Chapman	Director of Library Resources	LT
Ms. Glenda Silverii	Humanities Instructor	LT
Dr. Rhonda Tilly	QEP Director	QEP
Ms. Teresa Busby	Vice President of the Natchez Campus	CC
Dr. Brenda Orr	Dean of Community Programs	CC
Ms. Brenda Smith	Dean of Student Services	CC
Ms. Jackie Martin	Dean of Career, Technical & Workforce Education	CC
Dr. Jill Logan	Dean of Academic Instruction	CC
Mr. Chris Warren	Director of Admissions and Records	CC

Committee members without interview assignments will be taken to the Mutton Building and brought back to the Thames Center for Lunch.

INTERVIEWS:

10:30-11:30	Dr. Kay Albertson & Dr. Ronnie Nettles (Dr. Nettles' Office, Adm. Bldg.)
10:30-11:00	Mr. Danny Gibbs & Mr. Michael Tanner (Adm. Bldg. Conference Room)
10:30-11:00	Jamie Ashby & Dr. Jane Hulon (Suite A, Thames Center)
10:30-11:00	Xenia Johns & Dean Brenda Smith (Counseling Center Conf. Room)
10:30-11:00	Amy Burchett & Dr. Jill Logan (Wolf Hall B)
11:00-11:30	Amy Burchett & Dr. Jane Hulon (Wolf Hall B)
11:00-11:15	Xenia Johns & Bryan Nobile (Counseling Center Conf. Room)
11:15-11:30	Xenia Johns & Lea Ann Knight (Counseling Center Conf. Room)
11:00-11:30	Mr. Danny Gibbs & Mr. Stan Patrick (Adm. Bldg. Conference Room)
11:00-11:30	Jamie Ashby & Dr. Jill Logan (Suite A, Thames Center)

11:30 a.m. – 1:00 p.m. Working lunch catered by *Broma's Deli* of Brookhaven
Location: Thames Conference Center, Wolf Hall A
Compliance Issues:
Quality Enhancement Plan:

1:00 p.m. - 3:00 p.m. Interview Opportunity #2 (Continued Team Member Interviews with assigned interviewees from CLCC on Compliance Issues and Federal Requirements)

Committee members without interview assignments will be taken to the Mutton Building and brought back to the Thames Center for Lunch.

1:00-1:15	Xenia Johns & Gwyn Young (Counseling Center Conf. Room)
1:15-1:30	Xenia Johns & Allen Kent (Counseling Center Conf. Room)
1:30-1:45	Xenia Johns & Leslie Smith (Counseling Center Conf. Room)
1:00-1:30	Ms. Jamie Ashby & Dean Jackie Martin (Thames Center, Suite A)

3:00-4:00 p.m.

Entire Committee meets with Campus QEP Team
Location: Thames Conference Center, Wolf Hall

Dr. Ronnie Nettles	Mr. Keith Stovall	Dr. Rhonda Tilly
Mr. Brad Hamilton	Ms. Melnee Berry	Dr. Stephanie Duguid
Ms. Ashley Dugas	Dr. Jane Hulon	Ms. Neisha Leggett
Ms. Mary Ann Canterbury	Ms. Mary Warren	Ms. Carol Ford
Ms. Emma Blissett	Ms. Pam Reid	Ms. Nicole Donald
Mr. David Higgs	Ms. Glenda Silverii	Ms. Janet Smith
Mr. Cliff Furr	Dr. Kevin McKone	Ms. Jackie Martin
Mr. Richard Baker	Dr. Jeff Posey	

4:00 p.m. - 5:00 p.m.

Committee relocates to their private meeting space on campus

Time	Individuals Picked Up	Driver	Vehicle
4:00 p.m.	Entire Committee—To Mutton Building	Chris Warren	15 Passenger Van
5:00 p.m.	Entire Committee—To Inn on Whitworth	Chris Warren	15 Passenger Van

Location: Mutton Building Art Gallery/Internet Cafe
(Committee members conduct individual reviews regarding the remaining compliance issues as necessary.)

5:00-5:15 p.m.

Committee travels to the Inn on Whitworth

6:30 p.m.

Dinner at *Pasta Junction* in Downtown Brookhaven
(across the railroad from the hotel)

Time	Individuals Picked Up	Driver	Vehicle
6:15 p.m.	Entire Committee-except those who decide to walk to Pasta Junction	Cliff Furr	15 Passenger Van
8:00 p.m.	Entire Committee-Except those who decide to walk back to the Inn	Cliff Furr	15 Passenger Van

8:00 p.m.

Committee Reconvenes at Hotel Conference Room Suite for Day 2 Preparation

DAY TWO: September 24, 2014

Breakfast is available in the Lobby of the Inn on Whitworth and at Janie's Pastry Shop next door to the inn starting at 7:00 a.m.

8:00-8:15 a.m. Committee Travels to Campus

Time	Individuals Picked Up	Driver	Vehicle
8:00 a.m.	Entire Committee—To Mutton Building	Cliff Furr	15 Passenger Van

9:00-10:30 a.m. QEP Lead Evaluator and other committee members meet with the institution's QEP leadership team to begin discussions of the QEP.
2nd Floor Library Meeting Room

Dr. Nettles
Dr. Duguid
Dr. Hulon
Dr. Tilly
Dr. Posey
Pam Reid

10:45 –11:15 a.m.
Focus Group Discussions Pertaining to the QEP—2nd Floor Library Meeting Room

Faculty Focus Group:

Carol Ford (Math)
Janet Smith (Art)
Duane Burt (Science)
Dr. Kevin McKone (Science)
Mary Warren (Humanities)

11:30-12:00 a.m. 2nd Floor Library Meeting Room

Student Focus Group

Sarah Claire Armstrong
Regan Neely
Cullen Greer
Nick Luckey
Caroleah Brister
Maura Smith

12:15-1:15 p.m. Luncheon Meetings #1 (Anderson Bldg. Culinary Arts Lab)

Mary Price
Mary Warren
Sonya Sims
Dr. Suzanne Johnson
Anika Floyd
Monica Morrison
David Higgs
Glenda Silverii
Standby: Lea Ann Knight, Stan Patrick, Suzie Patrick, Brent Duguid, Ashley Dugas, Rob Channel

#2 Luncheon Meeting with Students
(Location: Anderson Building Culinary Arts Lab B)

Regan Neely
Sarah Claire Armstrong
Maura Smith
Caroleah Brister
Alisia Williams
Carmen Perry
Brandon Nettles
Nick Luckey
Nick Beasley
Jordan Lumpkins
Cullen Greer
Steve Del Cid
Doug Strait
Garrett Chapin
Michael Johnson
Trevisha Brown
Elijah Ashley
Lawanda Dillon
Maggie Redd

#3 Luncheon Meeting with Board Members
Location: Thames Conference Center, Wolf Hall C
Hinshaw, Baird, Albertson, and Board Members including:
Eugene Bates (Chair), Roy Winkworth (Vice Chair), and Tommy Sasser (Secretary)

Time	Individuals Picked Up	Driver	Vehicle
12:00 noon	7 to Anderson Bldg. 3 to Thames Center	Bryan Nobile	15 Passenger Van/Golf Cart/Walk
1:15 p.m.	Entire Committee to Mutton Building	Bryan Nobile	15 Passenger Van/Golf Cart/Walk

- 1:30—3:00 p.m. Committee members continue reviews on campus (**Mutton Building**)
Committee members schedule follow-up meetings with campus personnel to discuss issues bearing upon the QEP.
- 2:00 p.m. Chair, Committee CEO, and Baird meet with President
Location: President's Office, Administration Building
- 3:00-3:15 p.m. Committee Travels to the *Inn on Whitworth*

Time	Individuals Picked Up	Driver	Vehicle
3:00 p.m.	Entire Committee to Inn on Whitworth	Bryan Nobile	15 Passenger Van

- 3:30-4:30 p.m. Individual time to complete work
- 4:30-6:00 p.m. Committee meets in Hotel conference room.
- 6:30-8:00 p.m. Dinner at *The Crossing (107 South Railroad Street, Brookhaven)*
Across the railroad from the *Inn on Whitworth*.

Time	Individuals Picked Up	Driver/Staff	Vehicle
6:15 p.m.	Entire Committee, except those who chose to walk to the Crossing.	Cliff Furr and Angela Furr	15 Passenger Van
8:00 p.m.	Entire Committee, except those who chose to walk to hotel.	Cliff Furr and Angela Furr	15 Passenger Van

- 8:30 p.m.-until Committee members finalize reports and submit to the Chair. Chair compiles final draft report.

DAY THREE: September 25, 2014

Breakfast is available in the Lobby of the Inn on Whitworth and at Janie's Pastry Shop next door to the inn starting at 7:00 a.m.

8:15 a.m. Committee departs hotel to campus

Time	Individuals Picked Up	Driver	Vehicle
8:15 a.m.	Entire Committee to Thames Center	David Campbell Bryan Nobile	2 - 15 Passenger Vans

8:30-9:30 a.m. Exit Conference scheduled with all committee members in attendance. Other members of the President's staff will also be present.
Location: Thames Conference Center: Wolf Hall A - Committee departs for hotel at 9:45 a.m. (Transportation will be provided directly from campus to the Jackson airport for anyone with an early flight.)

Dr. Nettles
 Dr. Orr
 Ms. Busby
 Mr. Tanner
 Dr. Hulon
 Dr. Posey
 Dr. Tilly
 Entire Board Executive Committee
 Ms. Brenda Smith
 Ms. Jackie Martin
 Mr. David Campbell
 Dr. Duguid
 Mr. Chapman
 Ms. Davis
 Ms. Parker
 Ms. Silverii
 Dr. Middleton
 Dr. Logan
 Mr. Nobile
 Mr. Duguid

Time	Individuals Picked Up	Driver	Vehicle
9:30 a.m.	Committee members who chose to go to airport directly for early flight departures	David Campbell Bryan Nobile	2 - 15 passenger Van
12:00 noon or as decided by the committee members	Committee members with late afternoon flight departures - Some may choose to return to the hotel to pack.	Chris Warren Dr. Jeff Posey	2 Mini Vans



NAME	Food Likes	Snack Preferences	Food Dislikes	Sodas	Coffee Type	Water	Juice	Computer	Software	Support	Other
<u>Dr. Gareth Euridge</u>		Salt & Vinegar Chips; Anything Chocolate; Cashews; Bananas		Diet	Caffeine	Regular	Orange	Bringing his own	Windows 7; Office 2013		
<u>Dr. Garrett Hinshaw, Chair</u>		Any chips, crackers, or nuts; no fruit; no sweets		Diet	Caffeine	Regular		Bringing his own			
<u>Dr. Robert Riza, Observer</u>		Wavy Lays; Peanuts		Diet	Caffeine			Bringing his own	Windows 7; Word version 2013		
Mrs. Xenia Johns		BBQ Lays; Lemon Cookies; Sugar Cookies; Bananas, Apples, and Grapes		Regular Coke and Sprite	Caffeine With LIQUID creamer and Sugar	Regular	Orange	Bringing her own			
Dr. Kay Albertson		<u>Sunchips</u> ; Pretzels; Nuts; Oranges; Apples		Diet Pepsi; Diet Coke	Caffeine Free Coffee with <u>Spelenda</u>	Regular		Unsure	Windows 7; Word 2010; IE and Chrome		
Dr. Crystal A. Baird		Any nuts; Any fruits		Any regular	Caffeine Coffee	Regular		Bringing her own			

- a. Career Tech Programs Offered
 - b. Stand-alone technical certificates of credit
 - c. General education/and or other courses that may be taken by students attending this campus
 - d. University transfer programs of study offered on this campus
2. The determination will be made **whether or not expected student learning outcomes are comparable to those on the main campus** if it exists on the main campus, and that the program length is appropriate for each of the educational programs.
3. The report written by the committee must list the **number of full time faculty and number of part time faculty** employed at the campus.
4. The report will include the **names of the administrative and academic officers** of the campus.
5. The visit will determine if the campus has **a sufficient number of qualified faculty, administrative, and academic officers to carry out the mission** of Copiah-Lincoln Community College.
6. The visit will determine **if the Vice President manages an annual operating budget that is adequate and appropriate** for this site. (Have a copy of your budget ready to show the committee if asked)
7. The report will include the **names and purposes of all of the buildings on the campus** and the total number of square feet of space.
8. The committee will determine if **adequate parking and facilities** exist based on the number of students served.
9. The committee will review campus security reports to **determine if the campus is safe and secure** as an appropriate environment which college learning can take place.
10. The committee will determine if **adequate library facilities exist** for the campus and if **adequate computer resources** are available on the campus and if the library provides comparable services to campus as found on the main campus.
11. The committee will determine if there are **adequate technology services available** at the campus such as access to the Alliant system, online registration, access to the eLearning LMS system, and computer resources to support the various programs offered on the campus.
12. The committee will determine if the campus has **other adequate technologies** such as technology training, projectors in classrooms, etc.
13. The committee will determine **if the student support services and academic support services are adequate** such as student services and student support services to support instruction (tutoring, workshops for students, tutorial software, etc.)
14. The committee will determine **if students are encouraged to participate in various student organizations.**

ACCREDITATION 101

FAQ'S FOR STUDENTS

What is accreditation?

A college has to be accredited (recognized) by a regional agency in order to grant degrees and award financial aid. Without accreditation, a college's degrees would be worthless.

Who accredits Co-Lin?

The Southern Association of Colleges and Schools Commission on Colleges—SACSCOC as well as other accreditors for specialized programs in nursing, healthcare, and technical fields.

What is a QEP?

QEP stands for "Quality Enhancement Plan" and is a plan to improve student learning at Co-Lin. Each college is required to have an approved QEP as part of its 10-year accreditation process with SACSCOC.

What is Co-Lin's QEP Topic?

Co-Lin chose "The Write Path" as their QEP Topic.

What is "The Write Path"?

"The Write Path" is a five year plan at Co-Lin to improve student writing in the general education disciplines.

What are "General Education Disciplines?"

These are courses that all students in both AA and AAS degree plans have to take such as college algebra, public speaking, history, art appreciation, and other such courses. These courses help the students be a well-rounded student. Co-Lin intends for its General Education Program to help students better Communicate, Participate, Investigate, and Appreciate through exposure to these types of courses.

How could "The Write Path" affect students at Co-Lin?

Some courses will have more writing assignments in them to help them learn the writing process.

Conclusion

- ▶ Start Early
- ▶ Divide and Conquer
- ▶ Be Flexible
- ▶ Enjoy the Process
- ▶ Immerse the QEP into your campus culture
- ▶ Dance in the details
- ▶ Celebrate success when it is over