



Reaffirmation Steering Committee

Meeting Agenda

January 31, 2024

10am, ACAD 700

Agenda

1. Overview of SACSCOC Reaffirmation and QEP
2. Discuss scope and charge to the committee
3. Formation of Reaffirmation Writing Groups (Kim, Lisa Joyner, Daniel, for those who have already done so, please bring your group membership)
 - a. Group 1: David Ryden (distance education)
 - b. Group 2: Erica Morales (interim)
 - c. Group 3: Liza Alonzo (Board, CEO standards)
 - d. Group 4: Jay Zambrano (fundraising)
 - e. Group 5: Deborah Bordelon (faculty)
 - f. Group 6: Divya Bhati (institutional planning and assessment)
 - g. Group 7: Deborah Bordelon (Student Achievement)
 - h. Group 8: Daniel Villanueva (Admission policies, Student debt and literacy)
 - i. Group 9: Lisa Braysen (Libraries)
 - j. Group 10: Lisa Joyner (Academic and Student Support Services)
 - k. Group 11: Kim Thomas (Finances and Facilities)
 - l. Group 12: David Ryden (Curriculum-related standards)
 - m. Group 13: David Ryden (Policies for awarding credit; public information)
 - n. Group 14: Divya Bhati (publication of accreditation sites)
4. Meeting Schedule
 - a. February 28, 10am
 - b. March 27, 10am
 - c. April 24, 10am
 - d. May 29, 10am
 - e. June 26, 10am
5. Draft Timeline; Report materials
6. Reaffirmation report process and standards (Differentiated review)
7. Workshops by Working groups
8. Folder structure in TEAMS and one-stop shop resource center

9. Status of QEP

10. Communication Plan

Next Meetings:

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SACSCOC Reaffirmation Leadership Roles and Responsibilities

Steering Committee Coordinator

- Coordinate all standards within assigned section(s)
- Coordinate with the Primary Writer for each standard
- Coordinate with Reader for assigned section(s)
- Review progress of assigned section(s), including compliance with the timeline
- Provide verbal or written updates on assigned section(s) to Steering Committee at each meeting
- Provide feedback on strengths and weaknesses of assigned section(s)
- Review sections within Compliance Assist (CA), once posted
- Participate in visit from SACSCOC
- Discuss entire report in Steering Committee meetings

Primary Writer

- Coordinate meetings with assigned writers for standard(s)
- Coordinate and provide updates to Steering Committee Coordinator
- Coordinate follow-up meetings as necessary
- Assist in writing narrative response to address assigned standard(s)
- Compile, coordinate, and collect evidence for standard(s)
- Coordinate with others on campus as necessary to gather information for narratives or evidence

Writer 2

- Attend scheduled meetings
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Reader

- Coordinate with Steering Committee Coordinator to review draft narratives of standards and submitted evidence
- Provide strengths and challenges for each assigned standard(s)
- Participate in visit from SACSCOC

Office of Institutional Effectiveness

- Provides support to all parties, as needed
- Provides leadership and support to all parties, as needed
- Provide training & schedule consultations
- Provide guidance and ongoing feedback to all the groups
- Coordinate Steering committee and leadership meetings
- Review drafts and provide feedback, transfer of finalized report into compliance assist
- Review and checking of the report



SACSCOC LEADERSHIP TEAM

President Blanchard

Dr. Divya Bhati, AVP for Institutional Effectiveness, Strategic Planning, and Assessment

Dr. Deborah E. Bordelon, Provost and Senior Vice President for Academic Affairs

Dr. Bernardo Pohl, Faculty Senate President (2023-2024)

JR Sears, Staff Council President (2023-2024)

Justina August Student Government Association (SGA) President (2023-2024)

Emily Leffler, Administration Staff

SACSCOC REAFFIRMATION STEERING COMMITTEE

Dr. Divya Bhati, AVP for Institutional Effectiveness, Strategic Planning, and Assessment
(Chair)

Kimberly Lambert Thomas, Chief Financial Officer

Lisa Joyner, Vice President for Student Success and Student Life

Dr. Daniel Villanueva, Vice President for Enrollment Management

Jay Zambrano, Vice President for Advancement and University Relations

Erica Morales, Interim Vice President for Human Resources

Dr. Liza Alonzo, Assistant Vice President, Presidential Affairs and Constituent Relations

Dr. Judith Quander, AVP for Faculty Affairs and Faculty Development

Dr. David Ryden, AVP for Programming and Curriculum

Dr. Jerry Johnson or designee, Faculty Representative

Lisa Braysen, Executive Director, Library

Dr. Jonathan Davis, Acting Dean, Marilyn Davies College of Business

Michael Connelly, Assistant Vice President for Advising and Student Progression

Carol Tucker, Interim Executive Director, Data Analytics and Institutional Research (DAIR)

Debra McGaughey, Assistant Vice President, University Relations

Tim Rychlec, Assistant Vice President for Facilities Management

Jennifer Bloom, Associate General Counsel, UH System/UH

Justina August, Student Government Association (SGA) President

Graduate Student Representative

The Office of Institutional Effectiveness will serve as ex-officio members and will support the SACSCOC Reaccreditation Steering Committee.



University of Houston-Downtown.

SACSCOC Reaffirmation Compliance Certification Report Assignments and Timeline (detailed)

Reaffirmation Steering Committee Timeline

- January–April, 2024 ongoing workshops for the Working groups on SACSCOC expectations
- January 31, 2024 Reaffirmation Steering Committee meeting
 - Discuss charge and responsibilities
 - Discuss Working Group members and Steering Committee Coordinators
 - Draft meeting schedule
 - Provide timeline and report materials
 - Reaffirmation report process and standards (Differentiated review)
 - Workshops by Working groups
 - Folder structure in TEAMS and one-stop shop resource center
- February 28, 2024 Reaffirmation Steering Committee meeting
 - Discuss progress of individual sections
 - Discuss strengths and challenges of individual sections
- March 27, 2024 Reaffirmation Steering Committee meeting
 - Discuss progress of individual sections
 - Discuss strengths and challenges of individual sections
 - Remind the Committee of **May 1, 2024, deadline for initial drafts**
- April 24, 2024 Reaffirmation Steering Committee meeting
 - Review progress of individual sections (all sections should have initial drafts)
 - Discuss strengths and challenges of individual sections
 - Discuss Internal Reader's responsibilities
- May 29, 2024 Reaffirmation Steering Committee meeting
 - Discuss strengths and challenges of individual sections from Reader's perspective
 - Discuss evidence needed from the following semester
 - Initial Drafts submitted for internal reader review **by May 1**
- June 26, 2024 Reaffirmation Steering Committee meeting (30 minute meetings via zoom)
 - Discuss entire report and any outstanding issues
 - Discuss External Consultant review process and timeline
- July 2024 Reaffirmation Steering Committee meeting
 - Discuss strengths and challenges of individual sections from Reader's perspective
 - Revised draft standards submitted for external review by **July 31 (Round 1)**
- August 2024 Reaffirmation Steering Committee meeting (30 minute meetings via zoom)
 - Discuss progress on revision of standards
 - Discuss any evidence needed to be collected in fall
- September 2024 Reaffirmation Steering Committee meeting
 - Update regarding any changes from external consultant review

- Discuss strengths and challenges of individual sections
- October 2024 Reaffirmation Steering Committee meeting
 - Incorporate feedback as received from external consultant (round 1)
 - Discuss entire report
 - Remind the Committee of **October 30, 2024, deadline for submitting revised drafts to external consultant review round 2 and Leadership Team Review.**
- November 2024 Reaffirmation Steering Committee meeting
 - Discuss final drafts of all sections folding in revisions from external consultant feedback received if any; ready for Leadership Team review
 - Discuss any challenges in collection of data and outstanding issues
- December 2024 Reaffirmation Steering Committee meeting
 - Internal Leadership Team review of round 2 drafts for final feedback
 - Discuss data needs from spring 2025 and plan for incorporating the changes
- January 2025
 - Receive and incorporate feedback from Leadership Team
 - Provide update on progress of standards
- February 2025
 - Update anything in data or narrative based on current information (ex: faculty roster for fall 24/spring 25)
 - Discuss feedback from external consultant
 - Decide sections ready for Compliance Assist (CA)
 - Begin transfer to CA
- March 2025
 - Editing in Compliance Assist by editorial board
 - Decide sections ready for Compliance Assist
- April 2025
 - Discuss strengths and challenges of individual sections
 - Review sections within Compliance Assist (sections should be complete within CA by May 1)
 - Finalize versions of the draft to provide to SACSCOC VP Geoffrey Klein
- May 2025
 - Meet with SACSCOC VP Geoffrey Klein
 - Discuss feedback from SACSCOC VP Hardt
 - Make report revisions within CA, as necessary
- June 2025
 - SACSCOC liaison, IE staff, Leadership Team review of report in compliance assist
- July 2025
 - Lock Compliance Assist for SACSCOC transmittal preparation
 - Fix CA errors discovered during CA transmittal preparation
- August 2025
 - Last-minute changes or updates (minimal)
 - Transmit to SACSCOC and off-site team by September 2, 2025
- **September 2, 2025** – submission (deadline September 8)
- **March 2-5, 2026** On-Site Visit

Reaffirmation Working Group Timeline

- January 2024 – May 2024 the Steering Committee Coordinators
 - Meet with Working Group members
 - Attend workshop for the relevant standard
 - Respond to SACSCOC Resource Manual's Relevant Questions and collect Required Documentation
 - Review materials
 - Post additions/revisions to electronic repository
 - Finalize drafts with attached evidence by **May 1, 2024**
- June 2024 – December 2024 the Steering Committee Coordinators
 - Meet with Working Group members
 - Respond to SACSCOC Resource Manual's Relevant Questions and collect Required Documentation
 - Review materials; get the drafts ready for review
 - Post additions/revisions to electronic repository
- January 2025 – August 2025 the Steering Committee Coordinators
 - Share necessary revisions for individual sections with Working Group members
 - Make individual section revisions
 - Review revised sections in Compliance Assist (CA)
 - Post additions/revisions to electronic repository
 - Finalize drafts with attached evidence by **February 1, 2025**
 - Work with IE on Compliance Assist to post ready sections
 - Meet with SACSCOC VP John Hardt (May 24-25), as necessary



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University of Houston
DOWNTOWN



SACSCOC REAFFIRMATION

UHD Class of 2026

SACSCOC EXPECTATIONS

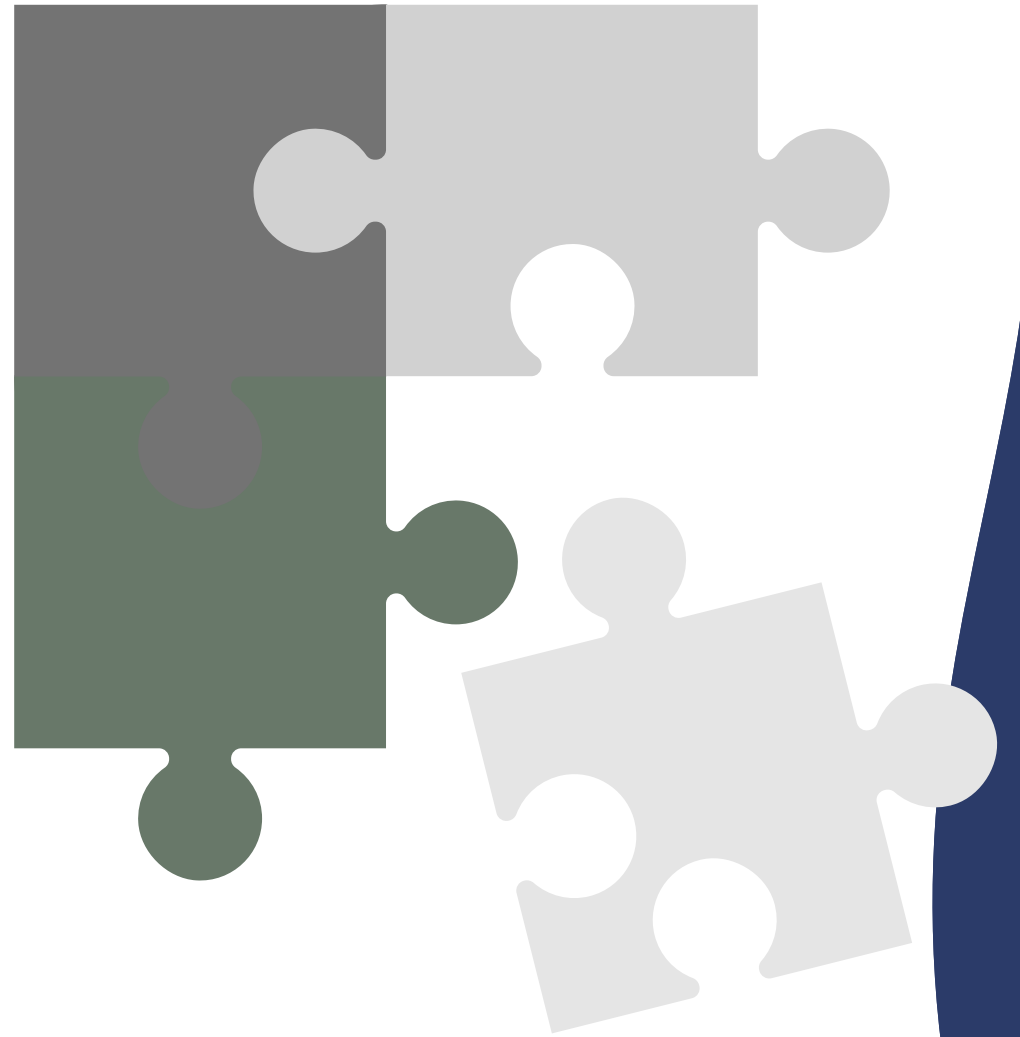
Examples...

- Demonstrate how well UHD fulfills our stated mission
- UHD's commitment to student learning and achievement (*Student Learning Outcomes*)
- UHD's commitment to quality enhancement through continuous assessment and improvement
- Documented quality and effectiveness of all programs and services
(*Assumption: IE processes are mature and incorporated throughout the university*)

LAST UHD REAFFIRMATION

Has it really been 10 years?

Were you involved?



WHAT HAS CHANGED FROM 2016?



SACSCOC
revamp of standards
+
New standards

Principles of Accreditation:

Foundations for Quality Enhancement

Section 1: The Principle of Integrity

Section 2: Mission

Section 3: Basic Eligibility Standard

Section 4: Governing Board

Section 5: Administration and Organization

Section 6: Faculty

Section 7: Institutional Planning and Effectiveness

Section 8: Student Achievement

Section 9: Educational Program Structure and
Content

Section 10: Educational Policies, Procedures,
and Practices

REAFFIRMATION SNAPSHOT

Two Reports Required

1. Compliance Certification Report
2. Quality Enhancement Plan (QEP)

Iterative Review Process

UHD

Compliance Certification Report
Submitted Sept 8, 2025

Focused Report (if needed) + QEP
Submitted January 2026

Response Report (if needed)
Submitted July 2026

SACSCOC 3-Stage Review

Stage 1 Off-Site Committee Review
November 4-7, 2025

Stage 2 On-Site Committee Visit and Review
March 2-5, 2026

Stage 3 SACSCOC Board of Trustees Evaluation

MOST FREQUENTLY CITED PRINCIPLES

per 2022 Reaffirmation Class Institutions [N=76]
percentage of institutions found in non-compliance by stage of review

Principle	UHD	Stage 1 Off-Site Review	UHD	Stage 2 On-Site Visit and Review	UHD	Stage 3 SACSCOC Board Eval
Faculty Qualifications (6.2.a)	Submit Compliance Certification Report	95%	Focused Report (if needed)	18%	Response Report (if needed)	0%
Program Faculty (6.2.b)		54%		6%		4%
Faculty Appointment & Evaluation (6.3)		51%				3%
Student Achievement (8.1)		41%				
Student Outcomes: Ed Programs, Assessment (8.2.a)		47%		22%		9%

COMMON REASONS FOR NON-COMPLIANCE

Insufficient Evidence

- Evidence doesn't exist
- Evidence doesn't exist YET (recently implemented)
- Couldn't find the evidence
- Didn't document the evidence

Poor Narrative

- Institution didn't clearly make the case

Not providing evidence of following the Requirement of a Policy



BEST OUTCOME



POSSIBLE OUTCOMES



Here is where a photo caption would run if there were an interesting story regarding the photo above.

UHD REAFFIRMATION COMMITTEE STRUCTURE





REAFFIRMATION STEERING COMMITTEE- SCOPE

- **Coordinating and managing the internal review process to include**
 - developing the structure and
 - Intern deadlines
- **Coordinating the completion of the Compliance Certification and documentation of evidence supporting the extent of compliance.**
- **Ensuring that the institutional community is engaged in the review process and is informed of the progress of the review.**
- **Overseeing arrangements for the on-site visit.**
- **Ensuring that the appropriate follow-up activities are in place to address compliance issues cited by the Off-Site Reaffirmation Committee, recommendations written by the On-Site Reaffirmation Committee, and requests for subsequent monitoring reports by the Commission., if needed.**

COMPLIANCE CERTIFICATION WRITING GROUPS & SACSCOC STANDARDS

Working Group Number	Standards
1. David Ryden	10.6 (Distance Education), 14.3 (Comprehensive institutional reviews)
2. Erica Morales/VP HR	5.4 (Qualified administrative/academic officers)
3 TBD	2.4 (mission), 4.1(Governing Board), 4.2.d (conflict of interest), 4.2.f (external influence), 4.2.g(Board Self-evaluation), 5.1 (Chief Executive Officer), 5.2a (CEO Control)
4. Jay Zambrano	5.2.c (Control of fund-raising activities)
5. Deborah Bordelon	6.1(full-time faculty), 6.2.a (faculty qualifications), 6.2.b (program faculty), 6.2.c (program coordination
6. Divya Bhati	7.1 (Institutional Planning), 7.2 (QEP), 8.2.a (Assessment),
7. Deborah Bordelon	8.1 (Student Achievement)
8. Daniel Villanueva	10.5 (Admissions policies and practices), 12.6 (Student debt and financial literacy)
9. Lisa Braysen & Hossein Shahrokhi	11.1 (Library and learning/information resources)
10. Lisa Joyner	12.1 (Student support services), 12.4 (Student complaints)
11. Kimberly Thomas	13.1 (Financial resources), 13.2 (Financial documents), 13.3 (Financial responsibility) 13.6 (Federal and state responsibilities), 13.7 (Physical resources)
12. David Ryden	9.1 (Program Content), 9.2 (Program Length), 9.3 (General Education requirements), 14.4 (Representation to other agencies), 14.5.a (Policy Compliance)
13. David Ryden	10.2 (Public Information), 10.7 (policies for awarding credit)
14. Divya Bhati	14.1 (Publication of accreditation status)

COMPLIANCE CERTIFICATION WRITING GROUP ROLES (EXAMPLE)



Reaffirmation Working Group

Steering Committee Coordinator and Reader(s)	SACSCOC Standards	Writing Assignments by Standard		
		Primary Writer	Writer 2	Writer 3
Steering Committee Coordinator:		Name 1	Name 2	Name 3
Reader(s):				

Membership roster:

1. Name 1
2. Name 2
3. Name 3

Readers:

1. Name A

Reaffirmation Standards:

-

Differentiated Review Standards:

- (subset of above)

Steering Committee Coordinator

- Coordinate all standards within assigned section(s)
- Coordinate with the Primary Writer for each standard
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- Provides support to all parties, as needed
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- Review drafts and provide feedback, transfer of finalized report into compliance assist
- Review and checking of the report

ROLES & RESPONSIBILITIES

COMPLIANCE CERTIFICATION REPORT TIMELINE



QUALITY ENHANCEMENT PLAN (QEP) TIMELINE

2024												2025								2026				
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	Spring
Jan QEP Request for Proposals			April – Nov 2024 Developing of the QEP									April/May 2025 Establish Timeline for Implementation			June/July 2025 Identify Necessary Resources			Sept/Oct 2025 Addressing the Success of the QEP			Dec 2025 Prepare QEP for Submission		Jan/ Feb 2026 Submit to SACSCOC	
Feb QEP Proposal Deadline and Presentations																								
Mar 2024 QEP Selected																								

Reaffirmation Working Group #1

Steering Committee Coordinator and Reader(s)	SACSCOC Standards	Writing Assignments by Standard		
		Primary Writer	Writer 2	Writer 3
Steering Committee Coordinator: Daniel Villanueva	1. 10.5 Admissions policies and practices 2. 12.6 Student debt	Name 1	Name 2	Name 3
Reader(s): TBD				

Membership roster:

1. Name 1
2. Name 2
3. Name 3

Readers:

1. Name A

Reaffirmation Standards:

- 10.1 Academic policies
- 10.5 Admissions policies and practices
- 12.6 Student debt

Differentiated Review Standards:

1. 10.5 Admissions policies and practices
2. 12.6 Student debt



Reaffirmation Steering Committee

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University of Houston
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SACSCOC REAFFIRMATION

UHD Class of 2026

SACSCOC EXPECTATIONS

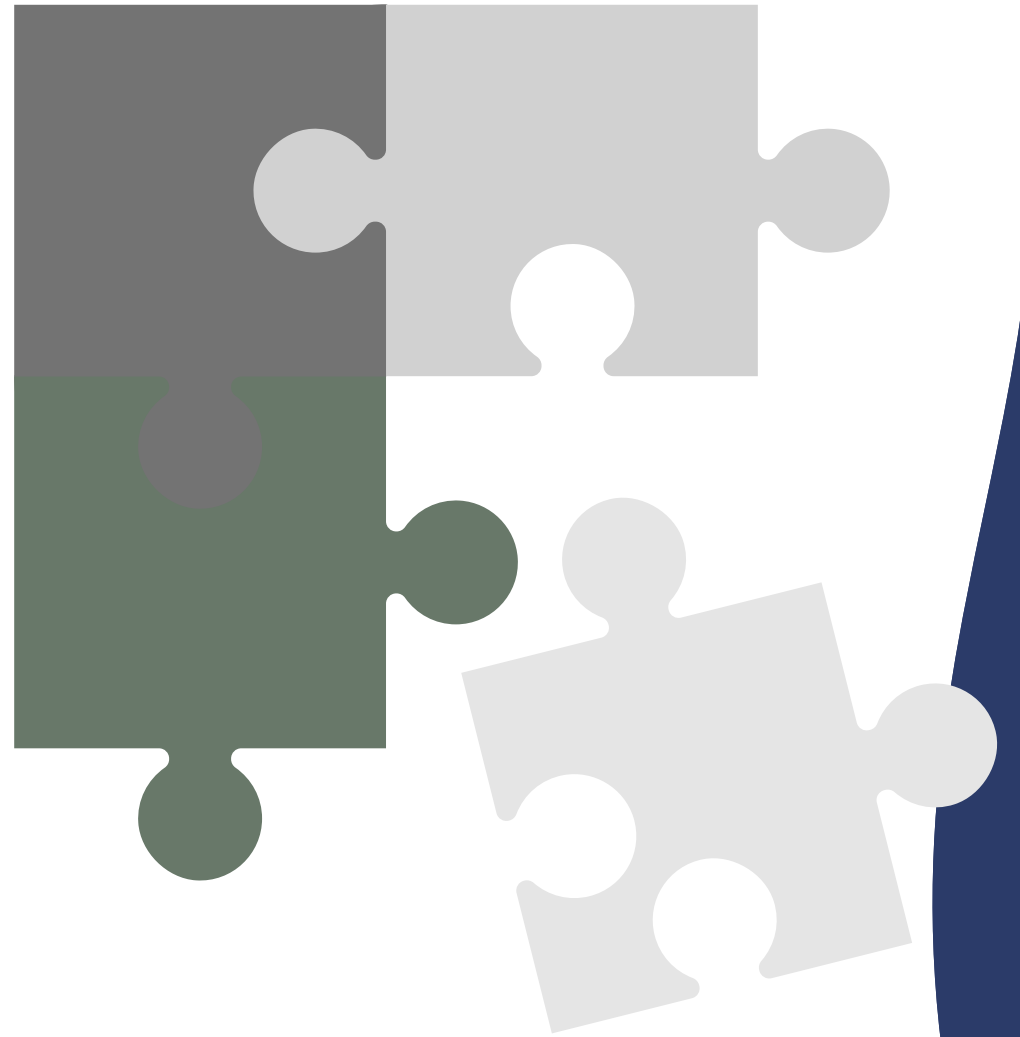
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March 2-5, 2026

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4. Jay Zambrano	5.2.c (Control of fund-raising activities)
5. Deborah Bordelon	6.1(full-time faculty), 6.2.a (faculty qualifications), 6.2.b (program faculty), 6.2.c (program coordination
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14. Divya Bhati	14.1 (Publication of accreditation status)

COMPLIANCE CERTIFICATION WRITING GROUP ROLES (EXAMPLE)



Reaffirmation Working Group

Steering Committee Coordinator and Reader(s)	SACSCOC Standards	Writing Assignments by Standard		
		Primary Writer	Writer 2	Writer 3
Steering Committee Coordinator:		Name 1	Name 2	Name 3
Reader(s):				

Membership roster:

1. Name 1
2. Name 2
3. Name 3

Readers:

1. Name A

Reaffirmation Standards:

-

Differentiated Review Standards:

- (subset of above)

Steering Committee Coordinator

- Coordinate all standards within assigned section(s)
- Coordinate with the Primary Writer for each standard
- Coordinate with Reader for assigned section(s)
- Review progress of assigned section(s), including compliance with the timeline
- Provide verbal or written updates on assigned section(s) to Steering Committee at each meeting
- Provide feedback on strengths and weaknesses of assigned section(s)
- Review sections within Compliance Assist (CA), once posted
- Participate in visit from SACSCOC
- Discuss entire report in Steering Committee meetings

Primary Writer

- Coordinate meetings with assigned writers for standard(s)
- Coordinate and provide updates to Steering Committee Coordinator
- Coordinate follow-up meetings as necessary
- Assist in writing narrative response to address assigned standard(s)
- Compile, coordinate, and collect evidence for standard(s)
- Coordinate with others on campus as necessary to gather information for narratives or evidence
- Participate in visit from SACSCOC

Writer 2

- Attend scheduled meetings
- Assist in writing narrative response to address assigned standard(s)
- Assist in compiling, coordinating, and collecting evidence for standard(s)
- Participate in visit from SACSCOC

Writer 3

- Attend scheduled meetings
- Assist in writing narrative response to address assigned standard(s)
- Assist in compiling, coordinating, and collecting evidence for standard(s)
- Participate in visit from SACSCOC

Reader

- Coordinate with Steering Committee Coordinator to review draft narratives of standards and submitted evidence
- Provide strengths and challenges for each assigned standard(s)
- Participate in visit from SACSCOC

Office of Institutional Effectiveness

- Provides support to all parties, as needed
- Provides leadership and support to all parties, as needed
- Provide training & schedule consultations
- Provide guidance and ongoing feedback to all the groups
- Coordinate Steering committee and leadership meetings
- Review drafts and provide feedback, transfer of finalized report into compliance assist
- Review and checking of the report

ROLES & RESPONSIBILITIES

COMPLIANCE CERTIFICATION REPORT TIMELINE



QUALITY ENHANCEMENT PLAN (QEP) TIMELINE

2024												2025								2026						
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	Spring		
Jan QEP Request for Proposals			April – Nov 2024 Developing of the QEP									April/May 2025 Establish Timeline for Implementation			June/July 2025 Identify Necessary Resources			Sept/Oct 2025 Addressing the Success of the QEP			Dec 2025 Prepare QEP for Submission		Jan/ Feb 2026 Submit to SACSCOC			
Feb QEP Proposal Deadline and Presentations												Mar 2024 QEP Selected														



University of Houston-Downtown.

SACSCOC Reaffirmation Compliance Certification Report Assignments and Timeline (detailed)

Reaffirmation Steering Committee Timeline

- January–April, 2024 ongoing workshops for the Working groups on SACSCOC expectations
- January 31, 2024 Reaffirmation Steering Committee meeting
 - Discuss charge and responsibilities
 - Discuss Working Group members and Steering Committee Coordinators
 - Draft meeting schedule
 - Provide timeline and report materials
 - Reaffirmation report process and standards (Differentiated review)
 - Workshops by Working groups
 - Folder structure in TEAMS and one-stop shop resource center
- February 28, 2024 Reaffirmation Steering Committee meeting
 - Discuss progress of individual sections
 - Discuss strengths and challenges of individual sections
- March 27, 2024 Reaffirmation Steering Committee meeting
 - Discuss progress of individual sections
 - Discuss strengths and challenges of individual sections
 - Remind the Committee of **May 1, 2024, deadline for initial drafts**
- April 24, 2024 Reaffirmation Steering Committee meeting
 - Review progress of individual sections (all sections should have initial drafts)
 - Discuss strengths and challenges of individual sections
 - Discuss Internal Reader's responsibilities
- May 29, 2024 Reaffirmation Steering Committee meeting
 - Discuss strengths and challenges of individual sections from Reader's perspective
 - Discuss evidence needed from the following semester
 - Initial Drafts submitted for internal reader review **by May 1**
- June 26, 2024 Reaffirmation Steering Committee meeting (30 minute meetings via zoom)
 - Discuss entire report and any outstanding issues
 - Discuss External Consultant review process and timeline
- July 2024 Reaffirmation Steering Committee meeting
 - Discuss strengths and challenges of individual sections from Reader's perspective
 - Revised draft standards submitted for external review by **July 31 (Round 1)**
- August 2024 Reaffirmation Steering Committee meeting (30 minute meetings via zoom)
 - Discuss progress on revision of standards
 - Discuss any evidence needed to be collected in fall
- September 2024 Reaffirmation Steering Committee meeting
 - Update regarding any changes from external consultant review

- Discuss strengths and challenges of individual sections
- October 2024 Reaffirmation Steering Committee meeting
 - Incorporate feedback as received from external consultant (round 1)
 - Discuss entire report
 - Remind the Committee of **October 30, 2024, deadline for submitting revised drafts to external consultant review round 2 and Leadership Team Review.**
- November 2024 Reaffirmation Steering Committee meeting
 - Discuss final drafts of all sections folding in revisions from external consultant feedback received if any; ready for Leadership Team review
 - Discuss any challenges in collection of data and outstanding issues
- December 2024 Reaffirmation Steering Committee meeting
 - Internal Leadership Team review of round 2 drafts for final feedback
 - Discuss data needs from spring 2025 and plan for incorporating the changes
- January 2025
 - Receive and incorporate feedback from Leadership Team
 - Provide update on progress of standards
- February 2025
 - Update anything in data or narrative based on current information (ex: faculty roster for fall 24/spring 25)
 - Discuss feedback from external consultant
 - Decide sections ready for Compliance Assist (CA)
 - Begin transfer to CA
- March 2025
 - Editing in Compliance Assist by editorial board
 - Decide sections ready for Compliance Assist
- April 2025
 - Discuss strengths and challenges of individual sections
 - Review sections within Compliance Assist (sections should be complete within CA by May 1)
 - Finalize versions of the draft to provide to SACSCOC VP Geoffrey Klein
- May 2025
 - Meet with SACSCOC VP Geoffrey Klein
 - Discuss feedback from SACSCOC VP Hardt
 - Make report revisions within CA, as necessary
- June 2025
 - SACSCOC liaison, IE staff, Leadership Team review of report in compliance assist
- July 2025
 - Lock Compliance Assist for SACSCOC transmittal preparation
 - Fix CA errors discovered during CA transmittal preparation
- August 2025
 - Last-minute changes or updates (minimal)
 - Transmit to SACSCOC and off-site team by September 2, 2025
- **September 2, 2025** – submission (deadline September 8)
- **March 2-5, 2026** On-Site Visit

Reaffirmation Working Group Timeline

- January 2024 – May 2024 the Steering Committee Coordinators
 - Meet with Working Group members
 - Attend workshop for the relevant standard
 - Respond to SACSCOC Resource Manual's Relevant Questions and collect Required Documentation
 - Review materials
 - Post additions/revisions to electronic repository
 - Finalize drafts with attached evidence by **May 1, 2024**

- June 2024 – December 2024 the Steering Committee Coordinators
 - Meet with Working Group members
 - Respond to SACSCOC Resource Manual's Relevant Questions and collect Required Documentation
 - Review materials; get the drafts ready for review
 - Post additions/revisions to electronic repository

- January 2025 – August 2025 the Steering Committee Coordinators
 - Share necessary revisions for individual sections with Working Group members
 - Make individual section revisions
 - Review revised sections in Compliance Assist (CA)
 - Post additions/revisions to electronic repository
 - Finalize drafts with attached evidence by **February 1, 2025**
 - Work with IE on Compliance Assist to post ready sections
 - Meet with SACSCOC VP John Hardt (May 24-25), as necessary

SACSCOC Reaffirmation Leadership Roles and Responsibilities

Steering Committee Coordinator

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Reaffirmation Working Group #1

Steering Committee Coordinator and Reader(s)	SACSCOC Standards	Writing Assignments by Standard		
		Primary Writer	Writer 2	Writer 3
Steering Committee Coordinator: Daniel Villanueva	1. 10.5 Admissions policies and practices 2. 12.6 Student debt	Name 1	Name 2	Name 3
Reader(s): TBD				

Membership roster:

1. Name 1
2. Name 2
3. Name 3

Readers:

1. Name A

Reaffirmation Standards:

- 10.1 Academic policies
- 10.5 Admissions policies and practices
- 12.6 Student debt

Differentiated Review Standards:

1. 10.5 Admissions policies and practices
2. 12.6 Student debt